

BOARD OF SUPERVISORS

Brown County



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ADMINISTRATION COMMITTEE

Steve Fewell, Chair
Tim Carpenter, Vice Chair
David Steffen, Thomas De Wane, Allan Jamir

ADMINISTRATION COMMITTEE

Thursday, September 26, 2013

5:00 p.m.

**Room 200, Northern Building
305 E. Walnut Street**

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEM
LISTED ON THE AGENDA**

- I. Call to Order.
- II. Approve/Modify Agenda
- III. Approve/Modify Minutes of August 29, 2013.

Comments from the Public

1. Review Minutes of:
 - a. Housing Authority (July 15, 2013).
 - b. Housing Authority (Special Meeting of July 29, 2013).

Communications

2. Communication from Supervisor Robinson re: That the County consider policies and practices making it possible for supervisors to access technology to fulfill their responsibilities (e.g. borrowing laptop computers for watching DVD testimony). *Held for one month.*

Corporation Counsel

3. Monthly Report for August, 2013.

Treasurer

4. Budget Status Financial Report for the Months of June and July, 2013.
5. Treasurer's Financial Report for the Months of June and July, 2013.
6. Treasurer's Report.

Child Support

7. Budget Status Financial Report for July, 2013.
8. Budget Adjustment Request (13-85) Category 5: Increase in expenses with offsetting increase in revenue.
9. Administrator Summary for August/September, 2013.

Department of Administration/Technology Services

10. Administration Budget Status Financial Report for July, 2013.
11. Technology Services Budget Status Financial Report for July, 2013.
12. 2013 Budget Adjustment Log.
13. Budget Adjustment Request (13-83) Category 3b: Reallocation of personnel services and fringe benefits to fit another major budget class except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.
14. Director of Administration's Report.

Human Resources

15. Budget Status Financial Report for July, 2013.
16. Activity Report for August, 2013.
17. Resolution re: Reclassification of Positions Clerk/Typist II, Clerk II, Clerk II/Data Control.
18. Resolution re: Reclassification of Positions Clerk/Typist I, Clerk I, Typist I.
19. Resolution re: Reclassification of the Information Services Director Position Technology Services Department.
20. Directors Report.

County Clerk – No agenda items.

Other

21. Audit of bills.
22. Such other matters as authorized by law.
 - a. Discussion regarding setting the date for the Administration Committee Budget Meeting.
23. Adjourn.

Steve Fewell, Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

PROCEEDINGS OF THE BROWN COUNTY ADMINISTRATION COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Administration Committee** was held on Thursday, August 29, 2013 in Room 200, Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

Present: Chair Fewell, Supervisor Jamir, Supervisor Carpenter, Supervisor De Wane

Excused: Supervisor Steffen

Also Present: Juliana Ruenzel, Brent Miller, Maria Lasecki, Lynn Vanden Langenberg

I. Call to Order.

The meeting was called to order by Chair Steve Fewell at 5:05 p.m.

II. Approve/Modify Agenda.

Motion made by Supervisor Jamir, seconded by Supervisor Carpenter to approve. Vote taken.

MOTION CARRIED UNANIMOUSLY

III. Approve/Modify Minutes of July 25, 2013.

Motion made by Supervisor Carpenter, seconded by Supervisor Jamir to approve as read. Vote taken. MOTION CARRIED UNANIMOUSLY

Comments from the Public: None.

Supervisor De Wane arrived at 5:10 p.m.

Communications

1. **Communication from Supervisor Robinson re: That the County consider policies and practices making it possible for supervisors to access technology to fulfill their responsibilities (e.g. borrowing laptop computers for watching DVD testimony). *Referred from August County Board.***

Motion made by Supervisor Carpenter, seconded by Supervisor Jamir to hold for one month. Vote taken. MOTION CARRIED UNANIMOUSLY

Corporation Counsel

2. **Resolution re: Change in Table of Organization Corporation Counsel Assistant Corporation Counsel.**

Corporation Counsel Juliana Ruenzel stated that this resolution deals with the Child Support office. She stated that currently there are 2 ½ attorneys in the office and they just hired a half-time attorney to replace a half-time attorney. At one time this half position was a full-time position and at one time there were four full-time attorneys in the Child Support office. What they are trying to do now is make the half-time position a full-time position so they have three full-time positions in the office. Child Support Administrator Maria Lasecki was able to get funding for the position and currently has enough funding to take it full-time through the end of this year as well as through 2014 and 2015. Fewell asked if that was noted in the budget impact and Ruenzel said it was noted on the second to last page of the resolution.

Fewell expressed concern that the resolution did not specify that this position was funded only through 2015. Ruenzel directed Fewell's attention to the last "whereas" clause of the resolution that states, "Whereas, the additional funds needed for the position will be funded by State". Fewell understood that but asked what would happen in 2016 if the State no longer funds this

III

position. Lasecki stated that her department is subject to this and if that were the case that this would not be funded in 2016 she would be fighting again for the program in the next biennium.

Supervisor Carpenter suggested an amendment be made to the resolution to indicate that funding for this position is secured through 2015. Fewell stated he is trying to save problems when this comes to the full County Board and these questions have to be answered. Ruenzel stated that her feeling is that the Board has control and if funding runs out for this position for 2016 the Board has the control to make this a half-time position or even remove the position. Fewell felt it would be cleaner when we got to County Board to say that we know we have funding through 2015. The Committee agreed.

Motion made by Supervisor Carpenter, seconded by Supervisor Jamir to amend the resolution by adding on the last "be it further resolved" that that the funds needed for this position will be funded by the State through 2015. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Carpenter, seconded by Supervisor Jamir to approve the resolution as amended. Vote taken. MOTION CARRIED UNANIMOUSLY

3. Department Report for July, 2013.

Ruenzel stated she provided this department report because she felt that a lot of supervisors do not know what her office does so she felt she should start providing this report so supervisors get a feel of their daily functions. Carpenter appreciated this and stated that this if the first time he has seen a breakdown of the tasks being worked on by Corporation Counsel. Ruenzel stated she did not think a lot of supervisors understand all of the areas her office touches on during the course of their business.

Motion made by Supervisor De Wane, seconded by Supervisor Carpenter to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Child Support

4. Budget Status Financial Report for June, 2013.

Motion made by Supervisor De Wane, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

5. Administrator Summary.

Motion made by Supervisor De Wane, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Human Resources

6. Activity Report for July, 2013.

Motion made by Supervisor De Wane, seconded by Supervisor Carpenter, to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

7. Interim Directors Report.

Motion made by Supervisor Carpenter, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Department of Administration/Technology Services

8. **Budget Status Financial Report – Technology Services – for June, 2013.**

Interim Technology Services Director Brent Miller reported that they have not hired a Technology Services Director, but they have brought on a consultant to review the security regarding HIPAA because the County has until September 23 to be in compliance and avoid astronomical fines. Miller stated that the Equal Rights Department is fining organizations at this time who are not compliant. The consultant that was brought in has been phenomenal to work with and has brought us to a place where we found some holes in the system that need to be closed. These holes were determined through a penetration test. Fewell stated there has to be a hard firewall between the employer and the data and Miller agreed. Miller stated that the holes that were found through the penetration test are being fixed and then another test will be done to be sure that everything is compliant.

Supervisor Jamir asked if our County staff is doing the resolutions of these holes and Miller stated they were. Vanden Langenberg stated that after the appropriate modifications are made the penetration test will be re-run to be sure that the potential for breach has been fixed.

Motion made by Supervisor De Wane, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

9. **Budget Status Financial Report – Administration – for June, 2013.**

Motion made by Supervisor De Wane, seconded by Supervisor Carpenter to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

10. **2013 Budget Adjustment Log.**

Motion made by Supervisor De Wane, seconded by Supervisor Carpenter to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

11. **Director's Report.**

Director of Administration Brent Miller wished to point out that they are using one aspect of the new software for the budget process this year. The staff in HR have gone above and beyond and Miller's own staff has also gone above and beyond to make sure things progress smoothly.

Fewell asked if the County is evaluating all of the positions in relation to the Affordable Care Act in making sure we are keeping people at the appropriate hours. Miller stated that this was a continual process and they are going through and evaluating the positions. Fewell asked if employees have access to internet and e-mail from home and Miller stated that they do. Fewell questioned if that was something that should be looked at and Miller stated there was a link on the website that allowed employees to log in to their e-mails. Fewell stated that if an employee is reading e-mail from home on their day off it is considered work and could result in problems. Vanden Langenberg stated she was not sure if all employee have access to their e-mail or if it was only salaried employees. Fewell felt this is something that should be looked at to alleviate problems with regard to the Affordable Care Act and hours worked and things of that nature. Miller stated he will find out if hourly employees have access to their e-mail from home and let the Committee know. Miller also stated that they are hiring employees who are at the questionable hour threshold through employment agencies so that it is on the agency and not the County.

Motion made by Supervisor De Wane, seconded by Supervisor Jamir to receive and place on file.
Vote taken. MOTION CARRIED UNANIMOUSLY

County Clerk

12. Budget status financial report for July, 2013.

Motion made by Supervisor De Wane, seconded by Supervisor Carpenter to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Treasurer – No agenda items.

Other

13. Audit of bills.

Motion made by Supervisor De Wane, seconded by Supervisor Jamir to pay the bills. Vote taken. MOTION CARRIED UNANIMOUSLY

14. Such other matters as authorized by law.

None.

15. Adjourn.

Motion made by Supervisor Carpenter, seconded by Supervisor Jamir to adjourn at 5:29 p.m.
Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
Recording Secretary

III

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, July 15, 2013, 3:00 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

MEMBERS PRESENT: Tom Diedrick–Chair, Ann Hartman, Sup. Andy Nicholson, Corday Goddard

MEMBERS ABSENT: None

OTHERS PRESENT: Robyn Hallet, Rob Strong, Matt Roberts, Pat Leifker, Ben Fauske, Nicole Tiedt, DonElla Payne, Kylie Reynebeau, Cindy Beishir, Devon Christianson, Tom Nelson, John Finger, Caleb Kopczyk

APPROVAL OF MINUTES:

1. Approval of the minutes from the June 17, 2013, meeting of the Brown County Housing Authority

A motion was made by A. Nicholson and seconded by A. Hartman to approve of the minutes from the June 17, 2013, meeting of the Brown County Housing Authority. Motion carried.

COMMUNICATIONS:

None

REPORTS:

2. Report on Housing Choice Voucher Rental Assistance Program
 - A. Preliminary Applications

P. Leifker reported that there were 49 preliminary applications for June 2013.
 - B. Unit Count

P. Leifker reported that the unit count for June 2013 was 3,045 units.
 - C. Housing Assistance Payments Expenses

P. Leifker reported that the Housing Assistance Payments for June 2013 was \$1,209,339.
 - D. Housing Quality Standard Inspection Compliance

M. Roberts reported that there were 328 inspections in June 2013, and of those 61.58% passed their first inspection, 18.30% passed the reevaluation, and 20.12% failed.

M. Roberts stated that he had proposed at the last meeting to provide the BCHA Commissioners on a quarterly basis with a report of a list of deficiencies. A handout was given showing the types of deficiencies found in failed inspections.

A. Hartman inquired about the most common electrical deficiency. M. Roberts replied that the most common electrical deficiency was a damaged electrical outlet.

- E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
P. Leifker reported that for June 2013 there were 265 port-out units. The total administrative funding received from HUD was \$95,641.33, and the administrative expense was \$103,146.64. The administrative overspent difference was \$7,505.31.
- F. Family Self-Sufficiency Program (client count, escrow accounts, graduates, new contracts, homeownership)
N. Tiedt reported that there were 90 FSS clients in June 2013, 36 escrow accounts, no graduates, 4 new contracts, and 68 homeowners.
- G. VASH Reports (active VASH, new VASH)
N. Tiedt reported that there were 20 VASH clients and 1 new VASH client for June 2013.
- H. Langan Investigations Criminal Background Screening and Fraud Investigations
P. Leifker reported that there were 4 new investigations assigned, 0 new investigations closed, 5 previous investigations closed, and 4 investigations still active.
- P. Leifker also reported the June 2013 Fraud Investigations by Municipality, and there were 5 in Green Bay, 1 in Howard, 3 in Ashwaubenon, and 4 in De Pere.
- A. Nicholson questioned if ICS had received the allegations from the prostitution arrest about how many people were under housing assistance. P. Leifker responded that he did not receive anything. A. Nicholson stated that he had called the Sheriff's Department and found that there were 4 to 6 people who were utilizing housing assistance that were involved in this situation. He mentioned that he will contact the Sheriff's Department and have them send information to ICS about the individuals who were under housing assistance.
- I. Reasons for Background Screening Denials
M. Roberts reported that there were no background checks for June 2013.
- J. Breakdown of HCV households by Green Bay Neighborhood Associations
M. Roberts stated that the breakdown of HCV households by Green Bay Neighborhood Associations is a statistical report that shows where Housing Choice Vouchers clients reside. He explained that this is a rough report because Neighborhood Association boundaries don't necessarily line up with census tracts. This report represents the percentage of HCV participants in each neighborhood. R. Hallet also added that the Information Technology (IT) Department is assisting with mapping this report which may be available for the next meeting.
- A. Nicholson inquired about the total voucher utilization percentage of participants within Green Bay Neighborhood Associations. R. Strong responded that it appeared the percentage totaled about 70% (actual total calculated later is 61.92%). Upon further discussion, it was concluded that there may be about 20% of voucher participants in the City of Green Bay that are not within a Neighborhood Association.

OLD BUSINESS:

None

NEW BUSINESS:

3. Discussion and possible action regarding status of Housing Choice Voucher Program

T. Diedrick stated that there are several representatives from agencies who came to share their reflections regarding the Housing Choice Voucher Program. He indicated that he would like the representatives to speak first, followed by the HUD representatives. He asked the representatives to address the role the Housing Choice Voucher Program plays for the individuals their agencies serve.

C. Beishir began, introducing herself as working with the homeless program for the Department of Veteran Affairs. She stated she handles any referrals regarding homeless veterans in Brown County. She stated that most of the vets who she sees are older veterans on a fixed income who struggle to make ends meet on their low income. There is also another group of veterans in need who are combat veterans returning from Iraq or Afghanistan who are struggling with mental health issues and are having a hard time getting on their feet. It seems even the vets who are very well qualified are struggling to find employment. Most of the veterans are returning home to the area where they came from.

D. Christianson provided a handout and introduced herself as the Director of the Aging and Disability Resource Center. They help people with physical or cognitive disabilities who are frail or elderly. She stated ADRC's staff works to connect people to the resources that they need. They also handle eligibility for long-term care services and work in benefit advocacy, helping with applications for services. She explained the handout is a collaborative report between the ADRC, the Crisis Center, and United Way's 211 to evaluate where we are as a community in meeting people's needs and where the gaps are. She stated that between the three agencies, they have about 68,000 contacts with people in need per year. Each agency compiles a top-ten list of unmet needs, and rental assistance makes the list every year.

D. Christianson states that when she talks to staff about the challenges that clients have, they say that they are unable to help a person stabilize their life until they have a roof over their head – nothing else can fall into place until secure, stable housing is established. She explained that people who apply for disability wait 18 months to find out if they are accepted, and in the meantime, they are often fearful of losing their homes for inability to pay. Having a place they can afford is absolutely critical; therefore, the waiting list for the Housing Choice Voucher Program is always a challenge. She stated another issue is that families often have to split up when they become homeless, with family members staying in various places. Another problem is when a person has been in a homeless shelter and needs personal care is asked to leave the shelter because they can't take care of themselves; it is a huge challenge to provide care for people when they don't have a place to live. Another area of need is relocating individuals from nursing homes who don't really need to be there, which would save the government money. There are funds available to relocate such individuals, but without affordable housing for them to move to, they stay in nursing homes, costing an average of \$7,100 per month. Another population that the ADRC struggles with is the senior aides who are working but are of low income. At minimum wage, these individuals cannot find housing that is affordable to them without housing assistance. So the ADRC appreciates the Housing Choice Voucher Program and the services that they offer.

T. Diedrick asked for clarification if the nursing home relocation money can be used for rental assistance. D. Christianson replied that it cannot; the elderly individuals have to have housing before they are provided with personal care and caregivers.

A. Hartman questioned if the issue with finding low income housing for the elderly/disabled was due to a lack of accessible housing to meet the disability needs or that the rent too high. D. Christianson replied that the issue is both accessible housing, as well as the problem that subsidized housing properties are already full and therefore needing the HCV program to afford to rent other properties.

T. Diedrick then invited the representatives from the Department of Housing and Urban Development (HUD) to speak.

J. Finger began by explaining the purpose of their visit was to help the Authority understand where HUD as the funding agency is at with the program and also to answer questions regarding any part of the program. He stated that sequestration has affected all HUD programs, resulting in a lot of Housing Authorities struggling, both with Housing Assistance Payments to the landlords, as well as the administrative funding to run their programs. Therefore, the HUD Field Offices are doing what they can to provide technical assistance, answer questions, provide suggestions, and explore other options to help out Housing Authorities financially. One of the major goals of HUD is to maximize utilization for both Public Housing and Housing Choice Voucher Program. This includes making sure every last dollar is being used to maximize assistance. HUD is all about spending the money properly while serving as many people as possible. So, with that in mind, they are here to explain the financial situation of the BCHA, as well as address fair housing, waiting lists, and other concerns that affect the people we serve.

C. Kopczyk introduced himself and stated that he would explain the BCHA's numbers and financial situation. He explained that utilization is lower than the last calendar year. This is a concern because every year, the funding received is based on the prior year, so lower spending in one year results in lower funding in the next. He stated that BCHA has a significant amount of reserves. BCHA is still overspending this year, primarily because we were underspent last year. When we spend at 100%, it's still less than last year. We had discussed pulling 70-75 families, which would increase the benchmarking for next year, increase the admin fees earned, which would help the bottom line, it would bring the reserves down to an average of one month's HAP expenses, which is a reasonable amount for a program of our size. Another concern is that each year there's the potential for an offset of Net Restricted Assets (NRA), which is offsetting a portion of a PHA's funding, forcing them to spend their reserves. So, one way or another, a PHA has to use the money. When reserve levels get too high, the chances of the nationwide reserves getting too high are greater, which increases the potential for the NRA offset. There is also some talk nationally of redistributing NRA. When Congress looks at nationwide NRA, which at the beginning of this year was about \$1,200,000, they don't see how it is spread across agencies so this can cause problems for agencies that have more money because more money could potentially be taken away from them. Another concern is that we are potentially going into next year with lower funds. When utilization rates drop, it often takes several years to build back up. Also if utilization levels decrease, a PHA is looked at more critically. When there is a waiting list, but a PHA is leasing less and less, HUD starts looking to see if the PHA is using the program funds appropriately, which is not a pleasant process. They would look if the PHA could be in violation of their Annual Contributions Contract. So we need to be aware of these issues when making decisions regarding issuance of vouchers.

T. Nelson introduced himself as the Director of Fair Housing and Equal Opportunity from the HUD Milwaukee office. He stated that he supervises housing discriminations and complaint investigations when a member of the public complains that he/she has been discriminated against regarding a housing assistance opportunity. He also supervises compliance reviews to see if recipients of federal funding are complying with civil rights laws. Recipients of federal funding must administer programs in a way that does not deprive anyone of any opportunity from the benefits of that program. The issue that BCHA has is there are some significant changes in how the waiting list is administered, specifically with the preferences of the waiting list, which is an area that has created a lot of controversy throughout the country. He shared an example about the City of Dubuque and how it was not in compliance with Title 6 of the Civil Rights Act of 1964, which forbids federally-funded programs to discriminate based on race. There was a concern that they were administering residency preferences in a way that prevented people from surrounding urban areas from getting a voucher to live in Dubuque. He explained that there are policies that dictate how funding is distributed to an area; there are also policies that require that everyone have the opportunity to participate in housing and rent subsidy programs anywhere in the country. When it comes to residency preferences, sometimes these two policies can clash and can become a civil rights issue. When we make decisions about our programs, we must consider how those choices will impact the opportunity for people to live in different parts of our country. He expressed that there likely is a large level of interest of people moving to this area with their voucher from other areas of the Midwest, and he wouldn't be surprised if this population includes more minority races than what currently exist in Brown County. This means that when preferences are established that make it impossible for an individual who is not a resident in Brown County to receive a voucher, this creates a discriminatory effect on minority groups. This is something HUD's Department of Fair Housing is taking seriously around the country and could decide to conduct a compliance review under Title 6 of the Civil Rights Act of 1964. The consequence of a finding of noncompliance would be an invitation to enter into an agreement to improve the situation; if it is not achieved, it could be a denial of future funding and denial of the opportunity for individuals who are actively involved in such activity to participate in the administration of programs that receive such funding. Under the Fair Housing Act, anyone can file a complaint: an applicant, an advocacy program, persons in the community, etc. HUD would have to investigate such complaints. The remedy could be economic loss or other administrative relief to stop discriminatory practices and could reach the level of federal court actions.

T. Diedrick asked for clarification that there could be a restriction for clients to live in Brown County for at least a year after receiving a voucher. T. Nelson replied that this could be considered a violation, and it would still have a discriminatory effect. He explained that given the demographics of the clients who are looking for housing assistance, setting a preference that excludes clients outside of Brown County could possibly be a violation. C. Kopczyk clarified that this applies only to non-resident applicants; if they have residency, they can't be denied portability under the regulations.

A. Nicholson inquired who invited the HUD representatives to the meeting. R. Hallet responded that staff has monthly phone conferences with HUD, and based on the updates staff provided them about the voucher situation, HUD representatives offered to attend the BCHA meeting to help clarify information for the Commissioners.

A. Nicholson inquired if we are discriminating against anybody. R. Strong replied that there could be a perception that actions taken by the Authority are discriminatory. He doesn't feel there is discrimination, but we could be pushing the policies to the point that it could trigger

a review by HUD to question why we made decisions to enact certain policies. J. Finger explained that as a Field Office, they are held accountable by HUD Headquarters, so they must monitor PHAs, look at projections, and work with them to make the best use of the funding. If programmatic issues arise, they may have to ask other partners to become involved. To this end, T. Nelson is not here to say that BCHA is discriminating, but rather to make clear what the ramifications could be.

A. Nicholson asked if BCHA is in a similar situation as the City of Dubuque. T. Nelson offered to forward R. Hallet via email the information about Dubuque. He added that the similarity to Dubuque is that both PHAs involve very restricted preferences for residents.

A. Nicholson requested that all the Commissioners be notified when HUD is invited to meetings. R. Strong explained that at the last meeting a lot of questions were being asked, and he didn't know if we were giving the best answers, so having HUD attend provided an opportunity to answer such questions. Also the HUD representatives can explain the different choices that are available to BCHA to assist with making decisions.

A. Nicholson asked the HUD representatives how housing authorities in large urban areas could close their waiting lists. J. Finger responded that usually it's due to a funding issue; Congress establishes laws to distribute the funding, so each PHA has only so much money. If it gets to the point that they have thousands of people on their waiting list and it would be many years before they'd be served, the PHA has the ability to close the waiting list. A. Nicholson inquired why the federal government does not issue more money to assist PHAs in need. J. Finger responded that funding is based on the presidential budget and congressional appropriations; it's all determined at the congressional level. HUD has no say in that, but rather is involved in programmatic issues to help PHAs run the program in the best way. A. Nicholson expressed his frustration that people in need in other areas are moving here, which is unfair to those in need who live here.

R. Strong stated there are two issues here: the excess reserves we have and thus the ability to offer more vouchers, and the issue regarding port-outs – that so many people getting assistance are porting out.

J. Finger reminded all that portability is statutory, so you cannot deny it. A. Nicholson questioned why people aren't staying here and suggested perhaps we should do exit interviews. R. Strong expressed that with our residency preference, people are moving here, establishing themselves as residents for the time it takes to be selected from the waiting list, and then they port-out. This is our main concern, and we don't want to support that.

A. Nicholson inquired if we could have a one-year residency requirement. C. Kopczyk reminded that under the voucher regulations, a one-year residency requirement applies only to non-residents; residents are allowed immediate portability. T. Diedrick stated this is a non-issue for us because we haven't offered non-residents a voucher in years.

A. Nicholson asked for a reminder of the criteria to prove residency. P. Leifker indicated applicants must provide a driver's license (or State ID) with a current address and two other forms of current address. R. Hallet interjected that this is our local criteria as this is an area of the regulations in which PHAs have discretion regarding how to verify this.

R. Strong indicated that we did have Rep. Ribble's staff here, and we've written letters to Washington in the past about this issue. This issue is taking vouchers out of Brown County, costing BCHA extra administrative dollars, and is using more HAP funds because the cost of living in the areas the vouchers are ported to is higher. So, this is a fiscal issue, not a racial one. J. Finger stated this is a very typical concern throughout the country which has been pushed for a while in an attempt to get it changed.

Discussion ensued regarding why Congress doesn't allocate more money considering the great need, that it would take millions of dollars to cover the need, which would ultimately mean a spike in taxes.

T. Diedrick stated that another issue is utilizing the BCHA reserves funds. He explained that BCHA would like to discuss with the HUD representatives about what the possibilities, expectations, and consequences are regarding the use of the reserves funds.

B. Fauske provided a handout and stated that since ICS has suspended lease-ups, we've been consulting with HUD to get their recommendations on our scenario. He reviewed the funding changes for both HAP and admin, which resulted in a loss of HAP funding of over \$2,000,000 and admin funding of \$134,000 from 2012 to 2013. The BCHA has over \$2,200,000 in reserves for HAP and over \$750,000 for admin. In talking to HUD, some of the main reasons for making use of the funds include: the waiting list, demonstrating the need, that we have well above the recommended reserve amounts, that reserves can only be used for direct program expenses, and if the funds are not used then they may be reduced for the following year. Based on the forecasting tool HUD provides, we have determined that we need to have 3,150 vouchers leased up. Considering we are currently at about 3,042 vouchers, we would need to lease approximately 100 more vouchers. This would position us to get our reserves in line with HUD's recommendations. The Housing Assistance Payments reserves would decrease to \$1,600,000, and the Administrative reserves will be reduced by \$38,000, leaving over \$700,000. At the last meeting, BCHA agreed to lease-up vouchers to assist the displaced victims of the fire at the Allouez apartments. He stated that at that time we had also discussed the other top preferences of veterans, homeless, etc., and M. Roberts soon after provided the breakdown of the waiting list as requested.

T. Diedrick stated that if the reserves are not utilized, then BCHA would lose the reserves funds. Yes, some of the vouchers will end up going to places such as Minneapolis and Chicago, but it is helping people who need it. He inquired about the percentage of clients porting out. B. Fauske replied that 9% of the current Housing Choice Voucher Program is port-outs.

A. Hartman stated that if 100 people were offered vouchers, about 10 will be port-outs. T. Diedrick countered that the remaining 90 are living within Brown County, working and contributing to the local economy. Are we to discriminate against those 90 due to the other 10?

A. Hartman recalled that the earlier speakers indicated there's not enough housing available. She questioned if Brown County has enough housing to lease up another 100 people. R. Strong responded Brown County does have enough housing to lease-up another 100 people because currently those people are paying market rate. B. Fauske agreed that some of the clients already have a place to live, but they are seeking assistance with paying for it.

R. Strong shared that the statistical data of the breakdown of the waiting list has been provided and that many of the port-out clients were families with children. M. Roberts confirmed that is the majority of port-outs. R. Strong reasoned that as we go through the preferences, the additional 100 vouchers will be offered primarily elderly, disabled, and vets, who generally don't port-out, therefore, this will be primarily benefiting Brown County.

T. Diedrick stated that a client with a disability generally would be receiving other benefits within the county, and this would be a reason why the client would be less likely to leave the county.

A. Hartman stated her opinion that compared to Chicago, Brown County has too many vouchers. A. Nicholson added that he agreed with this. Further he stated it's not right to use the word "discriminate", but rather that the surrounding housing authorities should have more funding to assist the people that have been brought up in that area. Those PHAs have a large need, and their people shouldn't be coming here to port-out. He can't support this and feels that HUD should look at our area compared to larger areas that have a greater need.

C. Goddard indicated that we need to deal with the issue of the reserve funds. He stated he agrees with A. Nicholson about the concern with the number of vouchers for larger cities, but that these are two different issues. A. Nicholson stated he disagrees and he's not going to support this.

R. Hallet stated that it was discussed at the Wisconsin Association Housing Authority (WAHA) board meeting that most PHAs have clients moving from other parts of the county to their area. This is not unique to Brown County and may be due in large part to the fact that information about PHAs' open waiting lists is readily available on the internet. A. Hartman added that even though clients are moving from other areas, they are still porting out back to where they came from. BCHA is spending extra money to assist these clients once they port-out. She expressed that paying more to assist a client who ports out of Brown County is taking away opportunities to assist a client who is a resident of Brown County.

R. Strong stated that the regulations are such that anyone has the right to come to Brown County to receive a voucher and then move out of Brown County if they choose to. This is frustrating to all of us, but the likelihood is low that other PHAs' programs will be expanded to accommodate the need in their communities, so we have to deal with our situation. He explained that there are some clients within Brown County that will benefit from us leasing up more vouchers, even though there will be some clients who plan to port-out. So we are back to the question if we want to open up the program to get the reserves down to \$1,600,000, thereby providing about \$400,000 to people who need it and \$38,000 of administrative costs to achieve this.

A. Hartman inquired how many vouchers BCHA has historically been able to administer. P. Leifker replied that the maximum is 3,380 vouchers. C. Kopczyk stated he thought the actual vouchers utilized last year were around 2,900. A. Hartman questioned why fewer vouchers than the maximum were used. P. Leifker stated it may have been partially related to the Tenant Protection Vouchers that BCHA received. C. Kopczyk and R. Hallet provided a reminder of how the TPV work and why BCHA got these additional vouchers. R. Strong and C. Kopczyk explained that the TPV comes with additional funding for the first

12 months, but then get rolled into the regular program to determine the re-benchmarking numbers after that. If we are slow to fill those vouchers, that would affect our funding next year.

T. Diedrick suggested we take some action on this issue. He summarized that we heard from agency representatives about the need for affordable housing in our community, and we've discussed the need to use some of the reserves we have. He would like to see that money being put to use. He called for a motion to use the reserve funds in order to bring the vouchers leased up to 3,150.

A. Hartman summarized this would be adding 100 vouchers, which would serve primarily the elderly, disabled, and vets. T. Diedrick again stressed that some of these may port-out, which we can't do anything about, but it will be having a much bigger impact on providing safe, affordable housing to people here in Brown County.

A. Hartman summarized this would be spending down about \$600,000 of the reserve funds and \$38,000 of admin reserves, which would allow us to serve all of the 69 clients who had appointments cancelled due to sequestration, as well as some of the others in the top preference on the waiting list.

P. Leifker stated it was important to note that the success rate of those on the waiting list actually leasing up with a voucher is about 50%, so we'd have to call about 200 people off the waiting list to reach the goal of leasing up an additional 100. Realistically, this would probably take until December to get to 3,150. The earlier we can get the numbers up the better, but every bit helps.

A. Hartman asked when HUD starts looking at the numbers. C. Kopczyk explained HUD looks at January through December. He stated that Congress lays out the funding formula for HUD to follow, which takes the actual expenses for the number of units, then HUD re-benchmarks and applies an inflation factor, which this year is just over 1%. They compare the eligibility for the total of all housing authorities to the amount received by Congress. If HUD receives less from Congress than what is needed, then a proration factor is applied. With sequestration, this year it was around 93%, making it difficult.

A. Hartman summarized that if we lease-up more now, we're at less risk of losing money that we would be if we don't lease-up.

R. Hallet provided a handout and offered some statistics regarding billed port-outs, which supports what T. Diedrick stated earlier: 91% of the billed port-outs are not disabled, and 95.5% of them are not elderly.

A motion was made by C. Goddard to accept the recommendations presented by B. Fauske. For the record, A. Hartman read the recommendations from B. Fauske's handout:

Recommendations:

HUD has provided a tool to estimate the impact of leasing up new clients. Based on this tool, the recommendation would be to lease toward 3,150 vouchers and maintain those levels through the remainder of 2013.

If the BCHA and ICS agree, this will decrease our HAP reserves to approximately \$1,600,000 at the end of the year, which is over the recommendation from HUD of 1 month in reserves. The admin reserves will decrease by \$38,100 for the remainder of 2013, leaving over 6 months of admin reserves. The reserve funds would fund two open positions, previously not filled to reduce cost, in order to provide the appropriate service levels and case loads (Customer Service, HCVP Specialist).

Request:

HAP reserves utilized as needed up to \$1,600,000 in joint reserves remaining. Admin reserves utilized at \$6,350 per month starting in July for the rest of 2013.

BCHA/ICS will determine a 2014 budget that will cover various funding scenarios. Budget communications will continue throughout the remainder of 2013.

A. Hartman seconded the motion.

A. Hartman summarized her understanding to be that BCHA will increase our spending by \$600,000 to decrease our reserves to \$1,600,000, which is for the rest of the year. This will allow us to lease about 100 more units, which will take until the end of the year, putting us up to 3,150 units, taking mostly disabled, elderly, and veterans off the waiting list. In addition, this affects the admin, allowing ICS to hire two more people to do the extra work involved in leasing up these vouchers. Then at the end of the year, HUD will tell us what our new funding will be. Based on some possible budget scenarios, we will then know which budget to use, depending on how much money we get from HUD.

R. Strong reminded Commissioners that it will be different this year because of the new contract with ICS effective January 1, 2014. So, instead of ICS receiving 96.4% of the admin funding BCHA receives from HUD, the Authority will approve ICS's proposed administrative budget for staffing, office expenses, etc. So the Authority will have the ability to say that they don't think ICS needs those two positions any more so we're not going to fund them.

Motion carried with three in favor, one opposed.

R. Strong stated that he wants to point out that when BCHA makes decisions that do not address the needs of people in protected classes, HUD can review the policy change and ask BCHA to justify why the decision was made. BCHA needs to be aware of how a decision can be perceived by others, that it could be considered discriminatory, even though our intentions are to try to provide assistance to Brown County residents first. T. Nelson added that it's not just a matter of how it looks to someone else, but BCHA needs to think about their decisions in light of it having a disparate effect on certain people.

A. Nicholson said he doesn't think we are discriminating against people. He stated HUD's perception is different than his own: let HUD investigate BCHA and in his opinion, they won't find anything.

INFORMATIONAL:

4. Exception granted for Conversion Loan Program

R. Hallet provided some background information, stating that BCHA has a contract with NeighborWorks Green Bay in that we provide funding for them to administer this program to

promote converting multi-unit properties back into single-family homes within the downtown area. This program is designed to help families purchase a home and convert it back a single-family, thereby reducing density. Those properties need to be within the impact area. R. Strong added that the impact area boundaries are determined through the CDBG program for the City of Green Bay where funding is concentrated to make a significant difference in that area. BCHA has asked NeighborWorks to administer this program to assist people to become homeowners and convert 2-3 family homes back into single families within these areas to try to stabilize them by getting more homeowners in those areas. He explained that the property in question is half a block outside of the district, just off of Mather Street. He stated that we have some discretion on location, so in this instance we agreed to provide an exception for the benefit of the neighborhood.

A motion was made by A. Nicholson and seconded by A. Hartman to receive and place on file. Motion carried.

BILLS:

R. Hallet provided a handout and explained the three bills to be paid.

A motion was made by A. Nicholson and seconded by A. Hartman to approve of paying the bills. Motion carried.

FINANCIAL REPORT:

R. Hallet stated each page of the financial report represents a different account within the budget. Within each page, the first column has the year-to-date expense, followed by the budget column, a column indicating how much over or under the budget we are, and finally the percentage of the budget spent.

R. Strong stated that the new format is easier to read, and the report shows every fund that the BCHA is responsible for.

Discussion ensued regarding the acronyms for some of the accounts, with R. Hallet and R. Strong explaining what some of them stood for and that most of them are not active programs. Some of them are restricted funds and can only be used for the designated purposes or locations.

A motion was made by A. Nicholson and seconded by A. Hartman to receive the financial report and place it on file. Motion carried.

STAFF REPORT:

T. Diedrick invited ICS staff to explain some changes at ICS. M. Roberts reported that there were two outstanding individuals who have moved up within their career so ICS has put them in positions for success. N. Tiedt is now the program leader overseeing the Family Self Sufficiency Program, and D. Payne's role is going to be similar to what it was except now she will focus on taking her case management abilities and transferring it to the other staff. She is also working a lot with external agencies to better the services for the program and throughout the county.

B. Fauske provided an update on leadership, stating that Jon Syndergaard, who has been the President and CEO of ICS, has recently moved on to the Cerebral Palsy (CP) Center. Jamie Pertu still oversees the staffing and for-profit division, while B. Fauske oversees the non-profit activities.

R. Hallet passed out the agenda for the fall WAHA Conference that will be in Appleton, which is a great opportunity for staff and Commissioners to attend. This is a three-day conference, with the Commissioner training on Wednesday, September 18, 2013. BCHA budgets for two Commissioners to attend. If any BCHA Commissioner is interested in attending this conference, then contact R. Hallet by mid-August to let her know. R. Strong also added that there is also the NAHRO Conference available in October.

A motion was made by A. Nicholson and seconded by A. Hartman to adjourn the BCHA meeting. Motion carried.

Meeting adjourned at 4:55 p.m.

Kv:rah:ejns

SPECIAL MEETING

MINUTES BROWN COUNTY HOUSING AUTHORITY Monday, July 29, 2013, 3:00 p.m. City Hall, 100 N. Jefferson Street, Room 400 Green Bay, WI 54301

MEMBERS PRESENT: Tom Diedrick—Chair, Ann Hartman, Corday Goddard, Adam DeKeyser

MEMBERS EXCUSED: Sup. Andy Nicholson

OTHERS PRESENT: Robyn Hallet, Rob Strong, Stephanie Schmutzer, Juliana M. Ruenzel (Corporation Counsel), Doug Schneider (Press Gazette)

Introductions were made for the new Commissioner, Adam DeKeyser, and the guests.

ORDER OF BUSINESS:

1. Review and possible action with respect to the BCHA's application to manage the state project-based housing vouchers

R. Strong stated that a year ago the BCHA had an offer from Nan McKay & Associates and LOMOD to contract with them in managing the project-based housing vouchers throughout the State of Wisconsin. BCHA agreed to move forward with this action and accepted the offer. An application was submitted to HUD, but for various reasons HUD has not yet made a decision. HUD is expected to announce the winners on August 1, 2013. Last Wednesday, WHEDA, who currently manages this program, had contacted the BCHA requesting to meet with staff and Corporation Counsel to discuss some issues regarding BCHA's application to HUD.

T. Diedrick read the closed session language: Closed session deliberation and possible action regarding BCHA's application to manage the state project-based housing vouchers. Pursuant to Wis. Stat. § 19.85(1)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. The Authority may thereafter reconvene in open session pursuant to Wis. Stat. § 19.85(2), to report the results of the closed session and consider the balance of the agenda.

A roll call vote was taken to go into closed session. Meeting moved into closed session, at which point S. Schmutzer and D. Schneider exited the meeting.

Open session resumed.

J. Ruenzel stated that she will need a letter stating that the BCHA will withdraw their application, along with a copy of the special meeting minutes.

A motion was made by C. Goddard and seconded by A. Hartman for the BCHA to withdraw their application from this project. Motion carried.

T. Diedrick stated that BCHA should also generate a letter to WHEDA to notify them that BCHA is still interested in continuing their relationship with them, but they are not pleased with the way this was handled.

A motion was made by A. Hartman and seconded by A. DeKeyser to adjourn the special meeting for the BCHA. Motion carried.

Meeting adjourned at 3:35 p.m.

Kv:rah:ejns

CORPORATION COUNSEL OFFICE

MONTHLY REPORT AUGUST 2013

LABOR: Corporation Counsel put in 52.9 hours this month on labor related matters. This involved the preparation for Mediation with Non-Supervisory Sheriff Deputies; Meetings with Chief Deputy Sheriff and Sheriff; Preparation for Panel Discussion regarding two years after ACT 10; Participate as part of Panel at Seminar regarding issues after Implementation of ACT 10; negotiation and review of revisions to union contract articles; Research Fair Labor Standards Act and Wisconsin Law regarding paid lunch hours and restrictions on employees during break time; Research classification for correction officers.

EMPLOYMENT: Preparation for and attendance at hearing on Unemployment Appeal by former employee, denying benefits for misconduct; Meeting with County Executive and Lynn V. regarding termination of IS employee; Preparation for and attendance at Grievance Hearing on former employees' Appeal of the IHO Decision before the Board of Supervisors; Attention to numerous emails thereafter from Attorney Hemery; Review of Proposed Orders on Decision of the Board.

OPEN RECORDS: Fill open records requests, researching, compiling, redacting and drafting letters for said requests.

IS DEPARTMENT: Meeting on Fiber Optics issues and discussion as to contract documents; Review contract terms for Kronos

PUBLIC WORKS: Meeting regarding County V connection in Ledgeview; Review Eminent Domain and Temporary Limited Easement documents from City of Green Bay for use of the County Property on Monroe Avenue during construction; Review State permit for use of the Mountain Bay State Trail by the DNR and DOT in the reconstruction of the highway alongside the trail; Issue opinion on county purchases through employees and the ethics code; Discussion as to Fire Fighters using old mental health center for training purposes.

LIBRARY: Review and edit Jack Jumpers contract for Library event. Discussion with Library director and Barb West as to clauses in contract and negotiations. Discussion with Library Director regarding the Affordable Care Act and Supervisor Hopp's discussion item on agenda. Discussion with Brent Miller on Affordable Care Act and effect on County; Research Affordable Care Act and constitutional issues surrounding Supervisor Hopp's discussion points on this topic involving restrictions on employees for the dissemination of information; Attend the Committee meeting to answer legal questions for Committee members; Attend meeting with Outagamie County Corporation Counsel regarding invoice; email correspondence to Lynn Stainbrook regarding the same; attention to follow-up email from Outagamie County Corporation Counsel regarding the same.

BUDGET: Make final edits to budget and discussion with Mary Wolske. Have budget submission meeting and complete budget for 2014.

COUNTY BOARD: Discussion with Supervisor Haefs regarding reconsideration of vote taken dealing with employee health insurance deductibles, HAS and other employee benefits. Help draft language for reconsideration and submit to Supervisor for approval and notify County Clerk and County Board office; Discussion with several Supervisors on the Attorney General Opinion regarding Health Insurance for Supervisors; Discussion on the Grievance Procedures under the County Ordinances; Open Meeting questions on location of Committee meetings and access; Review and edit various resolutions for County Board and Committees; Discussion with Supervisor Van Dyke as to PMI agreement and ability of County to assess a tax or fee on event tickets.

AIRPORT: Review Grant documents for the airport, grant in the amount of \$180,000 for airport projects (Green Bay 44-13) received from FAA, and comment on County participation in Grant.

CORPORATION COUNSEL: Discussion with Attorney Collins regarding the Termination of Parental Rights position after he vacates said position and the criteria necessary to fill this position; Review claims from various departments and draft disallowance of claims; Review the summaries from the Insurance company on claims; Review of applications for TPR attorney position and hold job interviews.

HUMAN RESOURCES: Review of the file regarding the Grinkey Worker's Compensation matter; Teleconference with Attorney Yanacheck regarding the same; follow up correspondence with Lynn V. regarding the same.

HEALTH DEPARTMENT: Review the complaints on Sanimax and discussion with Bill Acher on ordinance; Research and opinion on the Lead Poisoning Law implementation.

HUMAN SERVICES: Economic Support (Human Services Department): Correspondence to and from Sgt. Jossart regarding Welfare Fraud Ordinance; Follow-up research in preparation of finalizing proposed Ordinance for review by Standing Committee/Board of Supervisors.

PUBLIC SAFETY COMMUNICATIONS: Follow-up revision to and review of Option Lease on Duck Tower; Correspondence to and from Public Safety Communications Department regarding the same; Correspondence to and from AT&T representative regarding the same; Correspondence to and from Barb West regarding the draft Insurance Provisions .

COUNTY TREASURER: Teleconference with Kerry Blaney regarding City of Green Bay and special taxes issue; Email communication to and from County Executive regarding the same.

PORT AND RESOURCE RECOVERY: Discussion on Baraboo Bank notice of debt assignment regarding payments due to Badgerland Express; Discussion with Attorney for Bank regarding actions to send payments to bank and not to Badgerland; Notify Department to send payments to Bank and not to Badgerland pursuant to the Court order;

Review Bankruptcy documents on Badgerland Express and send notice to department to change payments back to Badgerland based on the Bankruptcy documents; Review and seek documentation on Quit Claim Deed transferring property from Port and Resource Recovery to Public Works for wetland mitigation.

CONTRACTS: Review and edit various County contracts for the County Departments including the Jack Jumpers for library, the ICare Contract, Kronos contract, Grant agreement for Airport, contract for Hipaa services; Badgerland Express Contract documents, Natural Resources Conservation services, ADRC Option Structure Lease Brown County 911 center; MOU for ADRC partnership project workshop and grant dealing with Long Term Care. Community Services Employment Program Host Agreement, Grant Agreement State Pharmaceutical Assistance Program, WHEPP grant agreement regarding social programs and hospital preparedness; RTAC agreement regarding compliance with Trauma Care Systems, Public Health Preparedness Objectives, Technical Services contract for IT HIPAA compliance (PC Avenue), OnyxMD Locum Tenen Contract for professional services, Life Synch Provider Agreement dealing with health services and provider networks and third party administrators, insurance contract Cyber Liability, Federal Assistance Application for Brown County Land and Water Conservation Department reducing soil erosion and sediment control, Natural Resource Conservation Services regarding environmental Quality Incentive Program, MOU for Snow Club and Friends of Parks for use of facilities in exchange for maintaining mountain and bike trails, State Permit, Special Moments DJ for New Zoo Boo contract, Wisconsin Central Ltd documents for abandonment of property; and Draft Hold Harmless Agreement for Green Bay Fire Department's use of old mental health center for training purposes.

EDUCATION AND RECREATION: Review documents on the Fonferek Park death and discussions with Doug Hartman as to County Liability; meeting on the terrain of the park and notice warnings on display; Discussion with Doug Hartman as to media questions and how to answer; Discussion with County Insurance Counsel on liability and immunities available for the Fonferek Park incident.

HIPAA: Review Business Associate Agreements including Sybel Hopp Agreement; Review and comment on the Technology Services Contract to determine Hipaa issues with the County IT system; Research Hipaa issues and handling breaches within the departments; Discussion with staff attorneys on the contracts needed under Hipaa and IT system protections.

MUSEUM: Discussion with Rolf Johnson regarding music licensing and Research on this issue.

SHERIFF'S DEPARTMENT: Research Bail Bonds and signature bonds and appropriate use; Review record retention schedule for sheriff's department.

LITIGATION UPDATE

GETMOR LITIGATION: Discussion on status of Getmor litigation; Finalize Motion for Relief and Affidavit in Support thereof in response to Fred Mohr Brief; Attend Hearing

on Fred Mohr's and M3's Motions for Summary Judgment and Declaratory Judgment; Review Decision from Judge Griesbach; Strategize in Response thereto; Draft responses to M3's First Set of Written Interrogatories and Requests for Production of Documents; Review numerous documents recently turned over in preparation thereof; Correspondence to and from Attorney Weber regarding the same..

SMALL CLAIMS: Obtain judgments on approximately 10 small claims actions for County.

LIEBERGEN: Litigation (BOA Appeal of Variance Application): Attend hearing on Motion for Reconsideration; Draft Judgment in favor of the County and Second Amended Scheduling Order for Judge's signature.

GUARDIANSHIPS/PROTECTIVE PLACEMENTS:

Pre-trials / Register in Probate Office: 19

Scheduling Conference at Register in Probate: 2

Guardianship and Protective Placement Hearings, Ch. 54/55: 14

Annual Review of Protective Placement Hearings, Ch. 55: 1

Emergency Protective Placement hearing: 2

Probable Cause Hearings, Ch. 51: 9

Extension hearings, Ch. 51: 4

Settlement Agreements, Ch. 51: 7

CHIPs Hearings: 6

TPR Hearings: Prepared for 2

HIPAA research/analysis/procedures: On-going

Phone calls with social workers: 44

Phone calls with witnesses: 7

Phone calls with supervisors or department heads: 4

E-mails regarding cases: 66

Other:

Subrogation: 2 stipulations

Subrogation responses

APS meeting: 2

Respond to subpoena's regarding APS/ADRC records

Vulnerable Adult Temporary restraining order hearing; Judge Atkinson: 1

Quarterly EM-1 meeting with community: Police/CTC/Crisis/Hospitals

Nicolet Psychiatric in-patient meeting with doctors / social workers

Research on HIPPA templates for HIM director

Contact APS worker about Allouez couple, to be reassessed in August

Phone conference with Dr. Bertrand regarding legal standards when doing a competency evaluation of an uncooperative individual

CHILDREN IN NEED OF PROTECTIVE SERVICES (CHIPS):

5 Pretrial Conferences

18 hearing at 1:45 with Court Commissioner

1 TPR Plea/Motion Hearing

28 Plea/Disposition Hearings – Br6

7 Status Hearings – B6

3 extension/Perm Plan Review Hearings – Br6

7 Motion Hearing

6 appointments with Social Worker

22 Discovery Requests filled

235 calls from Social Workers

29 calls with the Court

47 calls with outside Attorneys

3 calls with Witnesses

HIPAA Meeting

Case Review

Final two days CHIPS Fact Finding Bench Trial

Four Day Training on Child Sexual Assault

Response Brief on Medical Records Release

Multi-Disciplinary Team Meeting at Childhood Advocacy Center

Incest In-service Training

Observe TPR Voluntary Hearing with Disposition

Adult Guardianships – 2 Watts Hearings, 1 Review Haring

Mental Health – 1 hold open and 1 final hearing

TERMINATION OF PARENTAL RIGHTS (TPR):

Court hearing (19)

Legal research on topics related to TPR, CHIP and Guardianships/PP (15).

Drafted letter to parties and Juvenile Clerk (12)

Drafted Summons, Notices, and Affidavits

Drafted amended petition

Drafted TPR petition

Drafted answer and draft petitions

Drafted stipulation

Drafted court orders (22)

Drafted CHIPS petition (12)

Drafted orders to produce/transport

Drafted delegation of power by parent

Drafted Publication Orders (1)

Drafted and filed TPR petitions (2)

Drafted letters to case manager

Drafted letters to foster homes

Draft emails to caseworkers (25)

Roughed out TPR petitions (4)

Telephone conference with Dingeldein (4)

Telephone conference with Attorney Duke

Telephone conference with Curran

Telephone conference with Attorney Kimps

Telephone conference with Weber

Telephone conference with Higgins

Telephone conference with Kassner

Telephone conference with Cornelius

Telephone conference with Attorney Rozul

Telephone conference with Warpinski

Telephone conference with Mook (3)

Telephone conference with Verhulst

Telephone conference with Weaver
Telephone conference with Attorney Gerbers
Telephone conference with Perrin
Telephone conference with Jourdan
Telephone conference with Vang
Telephone conference with LH
Telephone conference with JW
Telephone conference with Matyas
Telephone conference with Cox (2)
Telephone conference with Patterson
Telephone conference with Jourdan
Telephone conference with Krukowski
Telephone conference with case manager
Telephone conference with Cornelius
Telephone conference with Mommaerts
Telephone conference with Devos
Telephone conference with Jacquie Mohawk
Telephone conference with Kendziorski
Telephone conference with Vandermoss
Telephone conference with Attorney Ehmann
Telephone conference with Pagel
Telephone conference with juvenile clerk (8)

Meeting with Thoms
Meeting with Curran
Meeting with Attorney Stockbridge
Meeting with Kendziorski
Meeting with Pozolinski
Meeting with GAL Borchardt
Meeting with Teske and Weber
Meeting with Dingeldein
Meeting with Attorney Froelich (3)
Meeting with Attorney Froelich (TPR settlement)
Meeting with Hammen
Meeting with Perrin
Meeting with Jourdan
Meeting with GAL Laurent
Meeting with Attorney Lindner (to go over case coverage)
Meeting with Thoms
Meeting with Jourdan
Meeting with Attorney Lindner
Meeting with Attorney Ruenzel
Meeting with Blaney (4)
Meeting with Attorney Mancoske
Meeting with juvenile clerk (6)

Reviewed and responded to email from Wilson
Drafted email to Attorney Lindner for court coverage(2)
Drafted emails to the newspapers
Reviewed and responded to email from Sickel
Reviewed email from Verhulst
Reviewed and responded to email from Patterson
Reviewed and responded to email from Haefs (appeal)
Drafted email to case workers (3)
Drafted email to Dingeldein
Reviewed and responded to email from Judy Schmidt
Reviewed and responded to email from Thoms
Drafted email to case managers and GAL
Reviewed and responded to email from Draxler
Drafted email to Weaver and Lindner
Reviewed email from Attorney Mabry
Drafted email to Curran (JG question) and Atty Mabry
Sent email to witness
Drafted email to respondent's attorneys
Drafted email to case worker/ case manager

Reviewed CHIPS files

Reviewed amended order

Staff meeting

Reviewed files for court (18)

Reviewed CHIPS file (2)

Reviewed new court of appeals case

Reviewed department records

Reviewed court orders

Worked on organizing office for new TPR lawyer

Reviewed court report

Reviewed publication orders

Reviewed permanency plan order

Reviewed new TPR case (COA)

Reviewed guardianship file.

Reviewed letter from JB.

Reviewed letter from CASA.

Reviewed discovery (trial prep)

Trial preparation (8)

Drafted letter to tribe

Filed CHIPS petitions

Proof read letter.

Reviewed letter (ZL case)

Reviewed resumes and applications for TPR attorney position

Drafted letter brief

Drafted outlines for witness

Drafted subsidized guardianship petitions

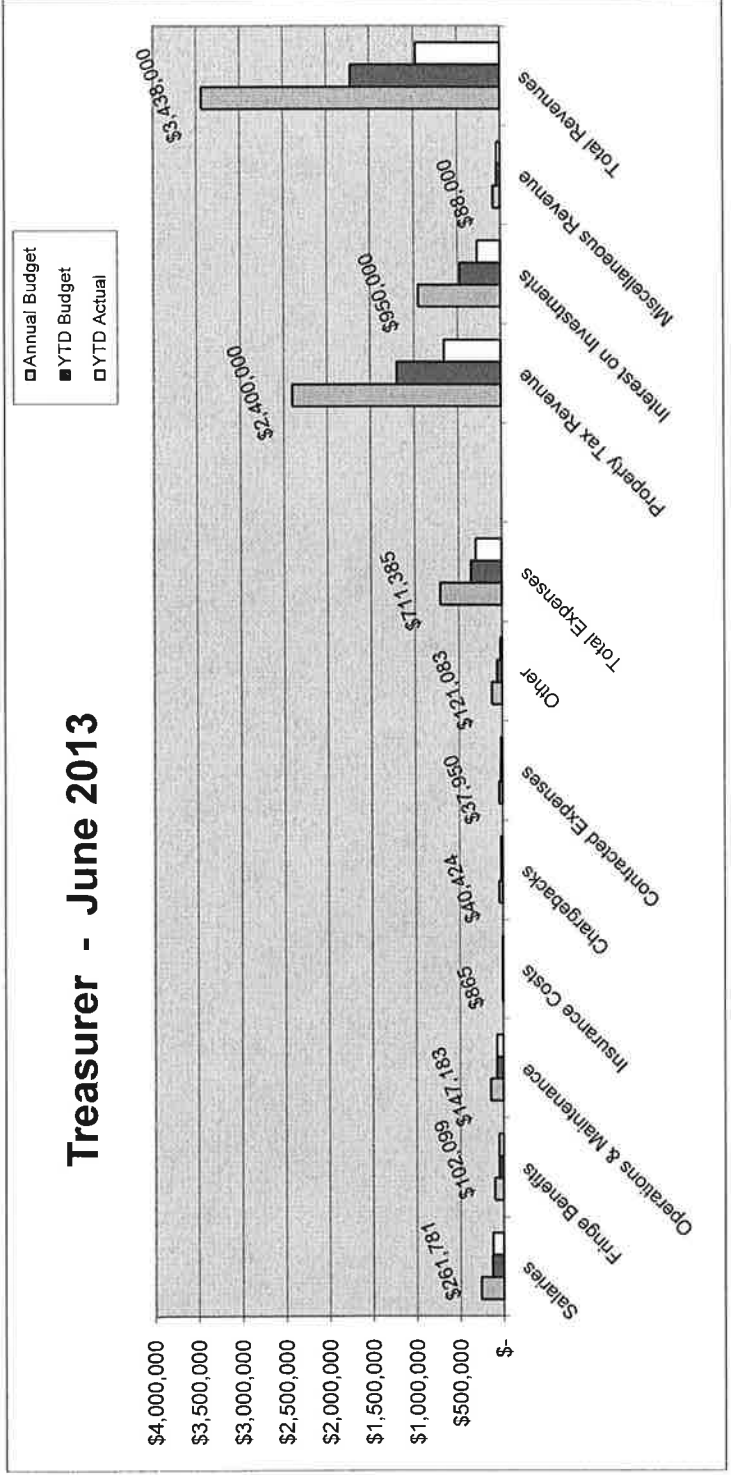
Brown County
County Treasurer
Budget Status Report
6/30/2013

	Annual Budget	YTD Budget	YTD Actual
Salaries	\$ 261,781	\$ 130,891	\$ 122,003
Fringe Benefits	\$ 102,099	\$ 51,050	\$ 48,969
Operations & Maintenance	\$ 147,183	\$ 73,592	\$ 71,143
Insurance Costs	\$ 865	\$ 433	\$ 721
Chargebacks	\$ 40,424	\$ 20,212	\$ 19,179
Contracted Expenses	\$ 37,950	\$ 18,975	\$ 16,548
Other	\$ 121,083	\$ 60,542	\$ 21,107
Total Expenses	\$ 711,385	\$ 355,693	\$ 299,670
Property Tax Revenue	\$ 2,400,000	\$ 1,200,000	\$ 657,301
Interest on Investments	\$ 950,000	\$ 475,000	\$ 271,533
Miscellaneous Revenue	\$ 88,000	\$ 44,000	\$ 43,164
Total Revenues	\$ 3,438,000	\$ 1,719,000	\$ 971,998
Net Levy Distribution	\$ 2,726,615	\$ 1,363,308	\$ 672,328

PLEASE NOTE:
Property tax revenue from interest and penalties is tracking at 54.8% of the year-to-date budget. Current year budget numbers were estimated based on 2012 actuals of approx. \$2.35 million. Since its peak in 2010, however, delinquent tax balances have been steadily on the decline in part due to banks foreclosing on homeowners and paying the taxes sooner. As a result, delinquent tax balances are back near 2007 levels under \$4 million when revenue from interest and penalties was \$1.68 million.

\$ (690,980) NEGATIVE BUDGET VAR

Treasurer - June 2013





2013 JUNE BUDGET PERFORMANCE REPORT

Fiscal Year to Date 06/30/13
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Budget	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF												
REVENUE												
Department 080 - Treasurer												
Division 001 - General												
4100	General property taxes	(2,726,615.00)	.00	(2,726,615.00)	(227,217.92)			.00	(1,363,307.52)	(1,363,307.48)	50	(3,216,240.96)
4108	Interest on taxes	1,750,000.00	.00	1,750,000.00	66,137.41			.00	471,243.62	1,278,756.38	27	1,657,779.64
4109	Penalties on taxes	650,000.00	.00	650,000.00	23,440.77			.00	186,057.51	463,942.49	29	692,759.49
4700	Intergovt charges	60,000.00	.00	60,000.00	477.00			.00	17,127.31	42,872.69	29	61,012.94
4900	Miscellaneous	38,000.00	.00	38,000.00	19,631.46			.00	26,036.21	11,963.79	69	26,638.19
4905	Interest	950,000.00	.00	950,000.00	66,648.23			.00	271,532.87	678,467.13	29	879,521.77
4960	Gain or Loss on Sale - Tax Deeds	(10,000.00)	.00	(10,000.00)	.00			.00	.00	(10,000.00)	0	(26,242.68)
Division 001 - General Totals		\$711,385.00	\$0.00	\$711,385.00	(\$50,883.05)			\$0.00	(\$391,310.00)	\$1,102,695.00	-55%	\$75,228.39
Department 080 - Treasurer Totals		\$711,385.00	\$0.00	\$711,385.00	(\$50,883.05)			\$0.00	(\$391,310.00)	\$1,102,695.00	-55%	\$75,228.39
REVENUE TOTALS		\$711,385.00	\$0.00	\$711,385.00	(\$50,883.05)			\$0.00	(\$391,310.00)	\$1,102,695.00	-55%	\$75,228.39
EXPENSE												
Department 080 - Treasurer												
Division 001 - General												
5100	Regular earnings	259,081.00	.00	259,081.00	16,936.38			.00	112,444.87	146,636.13	43	235,606.36
Paid leave earnings												
5102.100	Paid leave earnings Paid Leave	.00	.00	.00	1,009.73			.00	6,667.46	(6,667.46)	+++	20,303.70
5102.200	Paid leave earnings Personal	.00	.00	.00	99.38			.00	1,340.17	(1,340.17)	+++	.00
5102.300	Paid leave earnings Casual	.00	.00	.00	.00			.00	.00	.00	+++	3,074.57
5102.500	Paid leave earnings Holiday	.00	.00	.00	670.41			.00	1,340.82	(1,340.82)	+++	2,011.23
5102.600	Paid leave earnings Other (funeral, jury duty, etc)	.00	.00	.00	.00			.00	141.97	(141.97)	+++	.00
5102 - Paid leave earnings Totals		\$0.00	\$0.00	\$0.00	\$1,779.52			\$0.00	\$9,490.42	(\$9,490.42)	+++	\$25,389.50
Premium												
5103	Premium Overtime	2,700.00	.00	2,700.00	67.96			.00	67.96	2,632.04	3	1,572.24
5103 - Premium Totals		\$2,700.00	\$0.00	\$2,700.00	\$67.96			\$0.00	\$67.96	\$2,632.04	3%	\$1,572.24
Fringe benefits												
5110	Fringe benefits FICA	19,240.00	.00	19,240.00	1,329.14			.00	8,725.40	10,514.60	45	18,653.49
5110.110	Fringe benefits Unemployment compensation	982.00	.00	982.00	81.83			.00	490.98	491.02	50	1,364.00
5110.200	Fringe benefits Health Insurance	56,212.00	.00	56,212.00	4,684.30			.00	26,529.12	29,682.88	47	58,982.66
5110.210	Fringe benefits Dental Insurance	5,230.00	.00	5,230.00	435.82			.00	2,469.17	2,760.83	47	5,266.66
5110.220	Fringe benefits Life Insurance	519.00	.00	519.00	88.06			.00	475.71	43.29	92	858.62
5110.230	Fringe benefits LT disability Insurance	933.00	.00	933.00	77.05			.00	462.30	470.70	50	.00
5110.235	Fringe benefits Disability Insurance	3,484.00	.00	3,484.00	290.33			.00	1,741.98	1,742.02	50	3,398.67
5110.240	Fringe benefits Workers compensation Insurance	54.00	.00	54.00	4.50			.00	27.00	27.00	50	45.00
5110.300	Fringe benefits Retirement	15,445.00	.00	15,445.00	1,267.70			.00	7,865.20	7,579.80	51	15,698.96
5110.310	Fringe benefits Retirement credit	.00	.00	.00	.00			.00	182.27	(182.27)	+++	4,843.50
5110 - Fringe benefits Totals		\$102,099.00	\$0.00	\$102,099.00	\$8,258.73			\$0.00	\$48,969.13	\$53,129.87	48%	\$109,111.56



2013 JUNE BUDGET PERFORMANCE REPORT

Fiscal Year to Date 06/30/13
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF										
EXPENSE										
Department 080 - Treasurer										
Division 001 - General										
5300 Supplies										
5300 Supplies		3,700.00	.00	3,700.00	74.21	.00	896.80	2,803.20	24	3,600.96
5300.001 Supplies Office		7,493.00	.00	7,493.00	502.36	.00	2,887.32	4,605.68	39	5,177.36
5300.004 Supplies Postage		52,000.00	.00	52,000.00	9,707.43	.00	26,818.89	25,181.11	52	43,339.30
5300 - Supplies Totals		\$63,193.00	\$0.00	\$63,193.00	\$10,284.00	\$0.00	\$30,603.01	\$32,589.99	48%	\$52,117.62
5304 Printing										
5304 Printing		315.00	.00	315.00	.00	.00	.00	315.00	0	.00
5304.100 Printing Forms		14,850.00	.00	14,850.00	784.80	1,175.90	4,243.40	9,430.70	36	12,199.51
5304 - Printing Totals		\$15,165.00	\$0.00	\$15,165.00	\$784.80	\$1,175.90	\$4,243.40	\$9,745.70	36%	\$12,199.51
5305 Dues and memberships		150.00	.00	150.00	.00	.00	100.00	50.00	67	100.00
5306 Maintenance agreement										
5306.100 Maintenance agreement Software		4,240.00	.00	4,240.00	178.75	.00	1,072.50	3,167.50	25	373.75
5306 - Maintenance agreement Totals		\$4,240.00	\$0.00	\$4,240.00	\$178.75	\$0.00	\$1,072.50	\$3,167.50	25%	\$373.75
5307 Repairs and maintenance										
5307.100 Repairs and maintenance Equipment		3,027.00	.00	3,027.00	200.00	.00	490.20	2,536.80	16	1,666.88
5307 - Repairs and maintenance Totals		\$3,027.00	\$0.00	\$3,027.00	\$200.00	\$0.00	\$490.20	\$2,536.80	16%	\$1,666.88
5310 Advertising and public notice		16,750.00	.00	16,750.00	.00	.00	7,530.95	9,219.05	45	2,576.01
5330 Books, periodicals, subscription		153.00	.00	153.00	.00	.00	.00	153.00	0	.00
5340 Travel and training		1,505.00	.00	1,505.00	416.15	.00	964.75	540.25	64	959.12
5390 Miscellaneous		3,000.00	.00	3,000.00	100.00	.00	320.00	2,680.00	11	1,322.15
5392 Service fees		40,000.00	.00	40,000.00	4,286.41	.00	25,817.79	14,182.21	65	50,343.69
5410 Insurance										
5410.400 Insurance Bond		865.00	.00	865.00	.00	.00	721.00	144.00	83	.00
5410 - Insurance Totals		\$865.00	\$0.00	\$865.00	\$0.00	\$0.00	\$721.00	\$144.00	83%	\$0.00
5601 Intra-county expense										
5601.100 Intra-county expense Technology services		34,326.00	.00	34,326.00	2,548.52	.00	15,561.68	18,764.32	45	27,778.94
5601.200 Intra-county expense Insurance		2,375.00	.00	2,375.00	197.92	.00	1,187.52	1,187.48	50	1,144.00
5601.300 Intra-county expense Other departmental		.00	.00	.00	120.00	.00	270.00	(270.00)	+++	.00
5601.350 Intra-county expense Highway		2,000.00	.00	2,000.00	425.43	.00	2,005.71	(5.71)	100	1,283.66
5601.400 Intra-county expense Copy center		1,600.00	.00	1,600.00	.00	.00	93.00	1,507.00	6	1,106.22
5601.450 Intra-county expense Departmental copiers		123.00	.00	123.00	10.25	.00	61.50	61.50	50	225.00
5601 - Intra-county expense Totals		\$40,424.00	\$0.00	\$40,424.00	\$3,302.12	\$0.00	\$19,179.41	\$21,244.59	47%	\$31,537.82
5700 Contracted services		37,950.00	.00	37,950.00	2,805.54	.00	16,547.49	21,402.51	44	39,719.32
5810 Tax deed		42,250.00	.00	42,250.00	447.08	.00	2,572.94	39,677.06	6	36,556.64
5815 Tax refund										
5815.100 Tax refund Personal property		35,000.00	.00	35,000.00	.00	.00	13,337.10	21,662.90	38	39,761.22
5815.110 Tax refund Real estate property		15,000.00	.00	15,000.00	.00	.00	5,197.34	9,802.66	35	10,824.80



2013 JUNE BUDGET PERFORMANCE REPORT

Fiscal Year to Date 06/30/13
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF										
EXPENSE										
Department 080 - Treasurer										
Division 001 - General										
5887	Payment in lieu of taxes	\$50,000.00	.00	\$50,000.00	\$0.00	\$0.00	\$18,534.44	\$31,465.56	37%	\$50,586.02
6110	Outlay	12,785.00	.00	12,785.00	.00	.00	.00	12,785.00	0	12,412.00
6110.020	Outlay Equipment (\$5,000+)	16,048.00	.00	16,048.00	.00	15,448.00	.00	600.00	96	.00
5815 - Tax refund Totals		\$16,048.00	\$0.00	\$16,048.00	\$0.00	\$15,448.00	\$0.00	\$600.00	96%	\$0.00
6110 - Outlay Totals		\$711,385.00	\$0.00	\$711,385.00	\$49,847.44	\$16,623.90	\$299,670.26	\$395,090.84	44%	\$664,150.19
001 - General Totals		\$711,385.00	\$0.00	\$711,385.00	\$49,847.44	\$16,623.90	\$299,670.26	\$395,090.84	44%	\$664,150.19
080 - Treasurer Totals		\$711,385.00	\$0.00	\$711,385.00	\$49,847.44	\$16,623.90	\$299,670.26	\$395,090.84	44%	\$664,150.19
EXPENSE TOTALS		\$711,385.00	\$0.00	\$711,385.00	\$49,847.44	\$16,623.90	\$299,670.26	\$395,090.84	44%	\$664,150.19
Fund 100 - GF Totals										
REVENUE TOTALS		711,385.00	.00	711,385.00	(50,883.05)	.00	(391,310.00)	1,102,695.00	-55	75,228.39
EXPENSE TOTALS		711,385.00	.00	711,385.00	49,847.44	16,623.90	299,670.26	395,090.84	44	664,150.19
Fund 100 - GF Totals		\$0.00	\$0.00	\$0.00	(\$100,730.49)	(\$16,623.90)	(\$690,980.26)	\$707,604.16		(\$588,921.80)
Grand Totals										
REVENUE TOTALS		711,385.00	.00	711,385.00	(50,883.05)	.00	(391,310.00)	1,102,695.00	-55	75,228.39
EXPENSE TOTALS		711,385.00	.00	711,385.00	49,847.44	16,623.90	299,670.26	395,090.84	44	664,150.19
Grand Totals		\$0.00	\$0.00	\$0.00	(\$100,730.49)	(\$16,623.90)	(\$690,980.26)	\$707,604.16		(\$588,921.80)

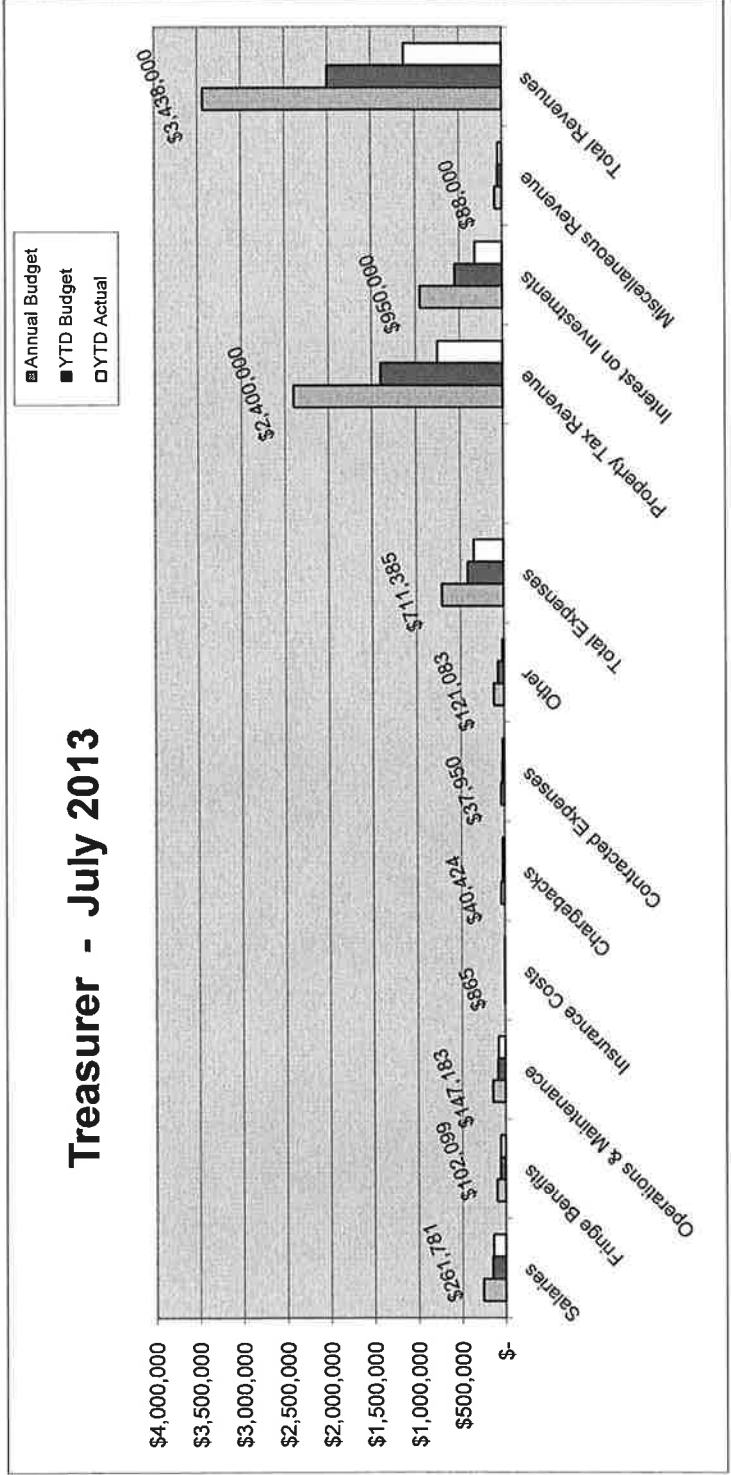
Brown County
County Treasurer
Budget Status Report
7/31/2013

	Annual Budget	YTD Budget	YTD Actual
Salaries	\$ 261,781	\$ 152,706	\$ 140,730
Fringe Benefits	\$ 102,099	\$ 59,558	\$ 57,220
Operations & Maintenance	\$ 147,183	\$ 85,857	\$ 79,638
Insurance Costs	\$ 865	\$ 505	\$ 721
Chargebacks	\$ 40,424	\$ 23,581	\$ 24,129
Contracted Expenses	\$ 37,950	\$ 22,138	\$ 21,232
Other	\$ 121,083	\$ 70,632	\$ 21,346
Total Expenses	\$ 711,385	\$ 414,975	\$ 345,016
Property Tax Revenue	\$ 2,400,000	\$ 1,400,000	\$ 754,519
Interest on Investments	\$ 950,000	\$ 554,167	\$ 321,727
Miscellaneous Revenue	\$ 88,000	\$ 51,333	\$ 50,222
Total Revenues	\$ 3,438,000	\$ 2,005,500	\$ 1,126,468
Net Levy Distribution	\$ 2,726,615	\$ 1,590,525	\$ 781,452

PLEASE NOTE:
Property tax revenue from interest and penalties is tracking at 53.9% of the year-to-date budget. Current year budget numbers were estimated based on 2012 actuals of approx. \$2.35 million. Since its peak in 2010, however, delinquent tax balances have been steadily on the decline in part due to banks foreclosing on homeowners and paying the taxes sooner. As a result, delinquent tax balances are back near 2007 levels under \$4 million when revenue from interest and penalties was \$1.68 million.

\$ (809,074) NEGATIVE BUDGET VAR

Treasurer - July 2013





2013 JULY BUDGET PERFORMANCE REPORT

Fiscal Year to Date 07/31/13
Include Rollup Account and Rollup to Account

Account	Account Description	Fund	100 - GF	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/	Prior Year Total
REVENUE												
Department 080 - Treasurer												
Division 001 - General												
4100	General property taxes			(2,726,615.00)	.00	(2,726,615.00)	(227,217.92)	.00	(1,590,525.44)	(1,136,089.56)	58	(3,216,240.96)
4108	Interest on taxes			1,750,000.00	.00	1,750,000.00	74,803.14	.00	546,046.76	1,203,953.24	31	1,657,779.64
4109	Penalties on taxes			650,000.00	.00	650,000.00	22,414.99	.00	208,472.50	441,527.50	32	692,759.49
4700	Intergovt charges			60,000.00	.00	60,000.00	789.00	.00	17,916.31	42,083.69	30	61,012.94
4900	Miscellaneous			38,000.00	.00	38,000.00	6,269.40	.00	32,305.61	5,694.39	85	26,638.19
4905	Interest			950,000.00	.00	950,000.00	50,194.25	.00	321,727.12	628,272.88	34	879,521.77
4960	Gain or Loss on Sale - Tax Deeds			(10,000.00)	.00	(10,000.00)	.00	.00	.00	(10,000.00)	0	(26,242.68)
				Division 001 - General Totals								
				\$711,385.00	\$0.00	\$711,385.00	(\$72,747.14)	\$0.00	(\$464,057.14)	\$1,175,442.14	-65%	\$75,228.39
				Department 080 - Treasurer Totals								
				\$711,385.00	\$0.00	\$711,385.00	(\$72,747.14)	\$0.00	(\$464,057.14)	\$1,175,442.14	-65%	\$75,228.39
				REVENUE TOTALS								
				\$711,385.00	\$0.00	\$711,385.00	(\$72,747.14)	\$0.00	(\$464,057.14)	\$1,175,442.14	-65%	\$75,228.39
EXPENSE												
Department 080 - Treasurer												
Division 001 - General												
5100	Regular earnings			259,081.00	.00	259,081.00	16,571.05	.00	129,015.92	130,065.08	50	235,606.36
				Paid leave earnings								
5102	Paid leave earnings			.00	.00	.00	1,419.52	.00	8,086.98	(8,086.98)	+++	20,303.70
5102.100	Paid leave earnings Paid Leave			.00	.00	.00	66.25	.00	1,406.42	(1,406.42)	+++	.00
5102.200	Paid leave earnings Personal			.00	.00	.00	.00	.00	.00	.00	+++	3,074.57
5102.300	Paid leave earnings Casual			.00	.00	.00	.00	.00	.00	.00	+++	2,011.23
5102.500	Paid leave earnings Holiday			.00	.00	.00	670.41	.00	2,011.23	(2,011.23)	+++	.00
5102.600	Paid leave earnings Other (funeral, jury duty, etc)			.00	.00	.00	.00	.00	141.97	(141.97)	+++	.00
				5102 - Paid leave earnings Totals								
				\$0.00	\$0.00	\$0.00	\$2,156.18	\$0.00	\$11,646.60	(\$11,646.60)	+++	\$25,389.50
Premium												
5103	Premium Overtime			2,700.00	.00	2,700.00	.00	.00	67.96	2,632.04	3	1,572.24
				5103 - Premium Totals								
				\$2,700.00	\$0.00	\$2,700.00	\$0.00	\$0.00	\$67.96	\$2,632.04	3%	\$1,572.24
Fringe benefits												
5110	Fringe benefits FICA			19,240.00	.00	19,240.00	1,324.78	.00	10,050.18	9,189.82	52	18,653.49
5110.100	Fringe benefits Unemployment compensation			982.00	.00	982.00	81.83	.00	572.81	409.19	58	1,364.00
5110.200	Fringe benefits Health Insurance			56,212.00	.00	56,212.00	4,684.30	.00	31,213.42	24,998.58	56	58,982.66
5110.210	Fringe benefits Dental Insurance			5,230.00	.00	5,230.00	435.82	.00	2,904.99	2,325.01	56	5,266.66
5110.220	Fringe benefits Life Insurance			519.00	.00	519.00	88.06	.00	563.77	(44.77)	109	858.62
5110.230	Fringe benefits LT disability insurance			933.00	.00	933.00	77.05	.00	539.35	393.65	58	.00
5110.235	Fringe benefits Disability insurance			3,484.00	.00	3,484.00	290.33	.00	2,032.31	1,451.69	58	3,398.67
5110.240	Fringe benefits Workers compensation insurance			54.00	.00	54.00	4.50	.00	31.50	22.50	58	45.00
5110.300	Fringe benefits Retirement			15,445.00	.00	15,445.00	1,263.93	.00	9,129.13	6,315.87	59	15,698.96
5110.310	Fringe benefits Retirement credit			.00	.00	.00	.00	.00	182.27	(182.27)	+++	4,843.50
				5110 - Fringe benefits Totals								
				\$102,099.00	\$0.00	\$102,099.00	\$8,250.60	\$0.00	\$57,219.73	\$44,879.27	56%	\$109,111.56



2013 JULY BUDGET PERFORMANCE REPORT

Fiscal Year to Date 07/31/13
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF											
EXPENSE											
Department 080 - Treasurer											
Division 001 - General											
5300	Supplies										
5300	Supplies	3,700.00	.00	3,700.00	208.98		.00	1,105.78	2,594.22	30	3,600.96
5300.001	Supplies Office	7,493.00	.00	7,493.00	590.17		.00	3,477.49	4,015.51	46	5,177.36
5300.004	Supplies Postage	52,000.00	.00	52,000.00	2,665.51		.00	29,484.40	22,515.60	57	43,339.30
	5300 - Supplies Totals	\$63,193.00	\$0.00	\$63,193.00	\$3,464.66		\$0.00	\$34,067.67	\$29,125.33	54%	\$52,117.62
5304	Printing										
5304	Printing	315.00	.00	315.00	.00		.00	.00	315.00	0	.00
5304.100	Printing Forms	14,850.00	.00	14,850.00	.00		1,175.90	4,243.40	9,430.70	36	12,199.51
	5304 - Printing Totals	\$15,165.00	\$0.00	\$15,165.00	\$0.00		\$1,175.90	\$4,243.40	\$9,745.70	36%	\$12,199.51
5305	Dues and memberships	150.00	.00	150.00	.00		.00	100.00	50.00	67	100.00
5306	Maintenance agreement										
5306.100	Maintenance agreement Software	4,240.00	.00	4,240.00	178.75		.00	1,251.25	2,988.75	30	373.75
	5306 - Maintenance agreement Totals	\$4,240.00	\$0.00	\$4,240.00	\$178.75		\$0.00	\$1,251.25	\$2,988.75	30%	\$373.75
5307	Repairs and maintenance										
5307.100	Repairs and maintenance Equipment	3,027.00	.00	3,027.00	.00		.00	490.20	2,536.80	16	1,666.88
	5307 - Repairs and maintenance Totals	\$3,027.00	\$0.00	\$3,027.00	\$0.00		\$0.00	\$490.20	\$2,536.80	16%	\$1,666.88
5310	Advertising and public notice	16,750.00	.00	16,750.00	84.00		.00	7,614.95	9,135.05	45	2,576.01
5330	Books, periodicals, subscription	153.00	.00	153.00	.00		.00	.00	153.00	0	.00
5340	Travel and training	1,505.00	.00	1,505.00	.00		.00	964.75	540.25	64	959.12
5390	Miscellaneous	3,000.00	.00	3,000.00	.00		.00	320.00	2,680.00	11	1,322.15
5392	Service fees	40,000.00	.00	40,000.00	4,767.77		.00	30,585.56	9,414.44	76	50,343.69
5410	Insurance										
5410.400	Insurance Bond	865.00	.00	865.00	.00		.00	721.00	144.00	83	.00
	5410 - Insurance Totals	\$865.00	\$0.00	\$865.00	\$0.00		\$0.00	\$721.00	\$144.00	83%	\$0.00
5601	Intra-county expense										
5601.100	Intra-county expense Technology services	34,326.00	.00	34,326.00	2,557.19		.00	18,118.87	16,207.13	53	27,778.94
5601.200	Intra-county expense Insurance	2,375.00	.00	2,375.00	197.92		.00	1,385.44	989.56	58	1,144.00
5601.300	Intra-county expense Other departmental	.00	.00	.00	60.00		.00	330.00	(330.00)	+++	.00
5601.350	Intra-county expense Highway	2,000.00	.00	2,000.00	2,062.06		.00	4,067.77	(2,067.77)	203	1,283.66
5601.400	Intra-county expense Copy center	1,600.00	.00	1,600.00	62.00		.00	155.00	1,445.00	10	1,106.22
5601.450	Intra-county expense Departmental copiers	123.00	.00	123.00	10.25		.00	71.75	51.25	58	225.00
	5601 - Intra-county expense Totals	\$40,424.00	\$0.00	\$40,424.00	\$4,949.42		\$0.00	\$24,128.83	\$16,295.17	60%	\$31,537.82
5700	Contracted services	37,950.00	.00	37,950.00	4,684.92		.00	21,232.41	16,717.59	56	39,719.32
5810	Tax deed	42,250.00	.00	42,250.00	238.49		.00	2,811.43	39,438.57	7	36,556.64
5815	Tax refund										
5815.100	Tax refund Personal property	35,000.00	.00	35,000.00	.00		.00	13,337.10	21,662.90	38	39,761.22
5815.110	Tax refund Real estate property	15,000.00	.00	15,000.00	.00		.00	5,197.34	9,802.66	35	10,824.80



2013 JULY BUDGET PERFORMANCE REPORT

Fiscal Year to Date 07/31/13

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/	Prior Year Total
Fund 100 - GF									
EXPENSE									
Department 080 - Treasurer									
Division 001 - General									
5887	Payment in lieu of taxes	\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$18,534.44	\$31,465.56	37%	\$50,586.02
6110	Outlay	12,785.00	12,785.00	.00	.00	.00	12,785.00	0	12,412.00
6110.020	Outlay Equipment (\$5,000+)	16,048.00	16,048.00	.00	15,448.00	.00	600.00	96	.00
5815 - Tax refund Totals		\$16,048.00	\$16,048.00	\$0.00	\$15,448.00	\$0.00	\$600.00	96%	\$0.00
6110 - Outlay Totals		\$711,385.00	\$711,385.00	\$45,345.84	\$16,623.90	\$345,016.10	\$349,745.00	51%	\$664,150.19
Division 001 - General		\$711,385.00	\$711,385.00	\$45,345.84	\$16,623.90	\$345,016.10	\$349,745.00	51%	\$664,150.19
Department 080 - Treasurer		\$711,385.00	\$711,385.00	\$45,345.84	\$16,623.90	\$345,016.10	\$349,745.00	51%	\$664,150.19
EXPENSE TOTALS		\$711,385.00	\$711,385.00	\$45,345.84	\$16,623.90	\$345,016.10	\$349,745.00	51%	\$664,150.19
Fund 100 - GF Totals									
REVENUE TOTALS		711,385.00	711,385.00	(72,747.14)	.00	(464,057.14)	1,175,442.14	-65	75,228.39
EXPENSE TOTALS		711,385.00	711,385.00	45,345.84	16,623.90	345,016.10	349,745.00	51	664,150.19
Fund 100 - GF Totals		\$0.00	\$0.00	(\$118,092.98)	(\$16,623.90)	(\$809,073.24)	\$825,697.14		(\$588,921.80)
Grand Totals									
REVENUE TOTALS		711,385.00	711,385.00	(72,747.14)	.00	(464,057.14)	1,175,442.14	-65	75,228.39
EXPENSE TOTALS		711,385.00	711,385.00	45,345.84	16,623.90	345,016.10	349,745.00	51	664,150.19
Grand Totals		\$0.00	\$0.00	(\$118,092.98)	(\$16,623.90)	(\$809,073.24)	\$825,697.14		(\$588,921.80)

BROWN COUNTY TREASURER'S FINANCIAL REPORT FOR THE MONTH OF JUNE 30, 2013

The following is a statement of the Treasurer's Cash on Hand and in the General Account as of June 30, 2013:

Associated Bank and Chase Bank	\$19,690,747.96
Bank Mutual, Denmark State Bank, & Pioneer Credit Union	\$30,793.34
Wisconsin Development Fund	\$0.00
Overnight Investments	\$0.00
Deposits in Transit	\$314,065.22
Emergency Fund	(\$17,080.16)
NSF Checks Redeposited	(\$27,838.19)
Clerk Passport Account	\$500.00
Workers Comp Acct	(\$1,369.98)
UMR Sweep Account	(\$646,012.02)
Bank Error(s)	\$0.00
Total	\$19,343,806.17
Less Outstanding Checks	(\$2,425,272.35)
Other Reconcilable Items	\$0.00
Balance Per County	\$16,918,533.82

The following is a statement of the Treasurer's Working Capital Reserves placed in time deposits within designated Brown County public depositories for investment purposes as of June 30, 2013:

	2012	2013
Year-to-Date Interest Received	\$466,265.73	\$296,940.87
Interest Received-Current Month	\$80,051.69	\$79,387.67
Year-to-Date Interest Unrestricted Funds	<u>\$546,317.42</u>	<u>\$376,328.54</u>
Working Capital Reserves Invested	\$132,288,907.77	\$119,705,313.60
Restricted Investments	<u>\$21,685,634.37</u>	<u>\$15,444,125.46</u>
Total Funds Invested	<u>\$153,974,542.14</u>	<u>\$135,149,439.06</u>
Certificates of Deposits	\$6,095,735.00	\$7,959,641.96
Treas-Gov't Agencies	\$48,332,201.79	\$49,704,226.52
Commercial Paper	\$8,993,054.17	\$0.00
Money Mkt-Pool	<u>\$90,553,551.18</u>	<u>\$77,485,570.58</u>
Total	<u>\$153,974,542.14</u>	<u>\$135,149,439.06</u>

Rate of Return: 0.661% 0.619%

I, Kerry M. Blaney, Brown County Treasurer, do hereby certify that the balances appearing in the "Cash on Hand and in the General Account" and "Working Capital Reserves" statements above were examined and are correct as of June 30, 2013.


Kerry M. Blaney, County Treasurer

Approved by:

County Executive Date

Submitted by Administration Committee:

Final draft approved by Corporation Counsel

BROWN COUNTY TREASURER'S FINANCIAL REPORT FOR THE MONTH OF JULY 31, 2013

The following is a statement of the Treasurer's Cash on Hand and in the General Account as of July 31, 2013:

Associated Bank and Chase Bank	\$30,157,549.49
Bank Mutual, Denmark State Bank, & Pioneer Credit Union	\$392,758.28
Wisconsin Development Fund	\$0.00
Overnight Investments	\$0.00
Deposits in Transit	\$6,001,736.47
Emergency Fund	(\$117,250.36)
NSF Checks Redeposited	(\$11,838.02)
Clerk Passport Account	\$500.00
Workers Comp Acct	(\$34,148.88)
UMR Sweep Account	(\$351,098.18)
Bank Error(s)	\$0.00
Total	\$36,038,208.80
Less Outstanding Checks	(\$593,684.43)
Other Reconcilable Items	\$0.00
Balance Per County	\$35,444,524.37

The following is a statement of the Treasurer's Working Capital Reserves placed in time deposits within designated Brown County public depositories for investment purposes as of July 31, 2013:

	2012	2013
Year-to-Date Interest Received	\$546,317.42	\$376,328.54
Interest Received-Current Month	\$90,610.76	\$59,648.53
Year-to-Date Interest Unrestricted Funds	\$636,928.18	\$435,977.07
Working Capital Reserves Invested	\$162,065,796.50	\$177,975,269.28
Restricted Investments	\$17,495,933.82	\$13,086,916.49
Total Funds Invested	\$179,561,730.32	\$191,062,185.77
Certificates of Deposits	\$6,095,735.00	\$7,959,641.96
Treas-Gov't Agencies	\$48,857,679.95	\$50,952,683.41
Commercial Paper	\$14,405,463.78	\$0.00
Money Mkt-Pool	\$110,202,851.59	\$132,149,860.40
Total	\$179,561,730.32	\$191,062,185.77

Rate of Return: 0.596% 0.583%

I, Kerry M. Blaney, Brown County Treasurer, do hereby certify that the balances appearing in the "Cash on Hand and in the General Account" and "Working Capital Reserves" statements above were examined and are correct as of July 31, 2013.


Kerry M. Blaney, County Treasurer

Approved by:

County Executive Date

Submitted by Administration Committee:

Final draft approved by Corporation Counsel



Child Support Budget Performance Report-July 2013

Fiscal Year to Date 07/31/13
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 210 - Child Support										
REVENUE										
Department 017 - Child Support										
Division 001 - General										
4100	General property taxes	355,722.00	.00	29,643.50	.00	207,504.50	148,217.50	58		400,881.00
4302	State grant and aid revenue									
4302	State grant and aid revenue	2,226,102.00	5,290.00	128,278.23	.00	885,017.72	1,346,374.28	40		2,258,293.76
4302.003	State grant and aid revenue Incentives	.00	.00	.00	.00	124,326.00	(124,326.00)	+++		.00
4302.004	State grant and aid revenue GPR	.00	.00	.00	.00	111,750.00	(111,750.00)	+++		.00
4302 - State grant and aid revenue Totals		\$2,226,102.00	\$5,290.00	\$128,278.23	\$0.00	\$1,121,093.72	\$1,110,298.28	50%		\$2,258,293.76
Charges and fees										
4600	Charges and fees Genetic test	25,000.00	.00	930.91	.00	11,640.12	13,359.88	47		20,997.41
4600.602	Charges and fees Vital statistics	750.00	.00	84.87	.00	293.08	456.92	39		622.17
4600.603	Charges and fees Paper service	8,000.00	.00	812.17	.00	6,035.34	1,964.66	75		7,855.14
4600.604	Charges and fees Non IV-D service	7,000.00	.00	385.00	.00	1,905.00	5,095.00	27		4,760.00
4600 - Charges and fees Totals		\$40,750.00	\$0.00	\$2,212.95	\$0.00	\$19,873.54	\$20,876.46	49%		\$34,234.72
Sales										
4601	Sales Copy machine use	200.00	.00	15.75	.00	238.15	(38.15)	119		204.50
4601.012		\$200.00	\$0.00	\$15.75	\$0.00	\$238.15	(\$38.15)	119%		\$204.50
4601 - Sales Totals		.00	.00	.00	.00	.00	.00	+++		16.00
4900	Miscellaneous	.00	.00	.00	.00	.00	.00	+++		329.00
9002	Transfer in									
9002.200	Transfer in HR	.00	.00	.00	.00	.00	.00	+++		329.00
9002 - Transfer in Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++		\$329.00
001 - General Totals										
Division		\$2,622,774.00	\$5,290.00	\$160,150.43	\$0.00	\$1,348,709.91	\$1,279,354.09	51%		\$2,693,958.98
Department		\$2,622,774.00	\$5,290.00	\$160,150.43	\$0.00	\$1,348,709.91	\$1,279,354.09	51%		\$2,693,958.98
REVENUE TOTALS		\$2,622,774.00	\$5,290.00	\$160,150.43	\$0.00	\$1,348,709.91	\$1,279,354.09	51%		\$2,693,958.98
EXPENSE										
Department 017 - Child Support										
Division 001 - General										
5100	Regular earnings	1,140,142.00	.00	63,060.78	.00	514,740.32	625,401.68	45		903,483.55
5102	Paid leave earnings									
5102.100	Paid leave earnings Paid Leave	.00	.00	12,756.99	.00	57,311.08	(57,311.08)	+++		156,581.50
5102.200	Paid leave earnings Personal	.00	.00	999.23	.00	10,300.16	(10,300.16)	+++		40.33



Child Support Budget Performance Report-July 2013

Fiscal Year to Date 07/31/13
Include Rollup Account and Rollup to Account

5102.300	Paid leave earnings Casual	.00	.00	.00	771.21	.00	9,682.74	(9,682.74)	+++	8,426.32
5102.500	Paid leave earnings Holiday	.00	.00	.00	4,047.17	.00	12,328.55	(12,328.55)	+++	12,092.40
5102.600	Paid leave earnings Other (funeral, jury duty, etc)	.00	.00	.00	255.56	.00	1,308.81	(1,308.81)	+++	.00
	5102 - Paid leave earnings Totals	\$0.00	\$0.00	\$0.00	\$18,830.16	\$0.00	\$90,931.34	(\$90,931.34)	+++	\$177,140.55
5103	Premium									
5103.000	Premium Overtime	.00	.00	.00	.01	.00	252.66	(252.66)	+++	215.77
5103.100	Premium Comp time premium	.00	.00	.00	696.12	.00	3,051.52	(3,051.52)	+++	.00
	5103 - Premium Totals	\$0.00	\$0.00	\$0.00	\$696.13	\$0.00	\$3,304.18	(\$3,304.18)	+++	\$215.77
5109	Salaries reimbursement									
5109.100	Salaries reimbursement Short term disability	.00	.00	.00	.00	.00	(4,910.84)	4,910.84	+++	(6,953.48)
	5109 - Salaries reimbursement Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$4,910.84)	\$4,910.84	+++	(\$6,953.48)
5110	Fringe benefits									
5110.100	Fringe benefits FICA	83,800.00	.00	83,800.00	5,791.09	.00	42,918.74	40,881.26	51	75,611.54
5110.110	Fringe benefits Unemployment compensation	4,276.00	.00	4,276.00	356.33	.00	2,494.31	1,781.69	58	5,378.00
5110.200	Fringe benefits Health insurance	442,058.00	.00	442,058.00	30,595.14	.00	206,237.46	235,820.54	47	408,564.65
5110.210	Fringe benefits Dental Insurance	35,327.00	.00	35,327.00	2,443.70	.00	16,468.50	18,858.50	47	30,378.66
5110.220	Fringe benefits Life Insurance	2,351.00	.00	2,351.00	134.77	.00	1,031.43	1,319.57	44	1,876.29
5110.230	Fringe benefits LT disability insurance	4,104.00	.00	4,104.00	323.95	.00	2,352.36	1,751.64	57	.00
5110.235	Fringe benefits Disability insurance	16,242.00	.00	16,242.00	1,353.50	.00	9,474.50	6,767.50	58	14,945.42
5110.240	Fringe benefits Workers compensation insurance	249.00	.00	249.00	20.75	.00	145.25	103.75	58	204.00
5110.300	Fringe benefits Retirement	67,269.00	.00	67,269.00	5,491.98	.00	39,810.70	27,458.30	59	63,189.38
5110.310	Fringe benefits Retirement credit	.00	.00	.00	.00	.00	.00	.00	+++	1,165.82
	5110 - Fringe benefits Totals	\$655,676.00	\$0.00	\$655,676.00	\$46,511.21	\$0.00	\$320,933.25	\$334,742.75	49%	\$601,313.76
5300	Supplies									
5300.001	Supplies Office	15,000.00	.00	15,000.00	1,579.86	1,396.14	9,308.79	4,295.07	71	13,227.23
5300.004	Supplies Postage	32,000.00	.00	32,000.00	2,298.93	.00	16,186.35	15,813.65	51	27,876.43
	5300 - Supplies Totals	\$47,000.00	\$0.00	\$47,000.00	\$3,878.79	\$1,396.14	\$25,495.14	\$20,108.72	57%	\$41,103.66
5303	Copy expense	.00	.00	.00	.00	.00	.00	.00	+++	12.00
5305	Dues and memberships	2,090.00	.00	2,090.00	45.00	.00	1,253.50	836.50	60	1,867.50
5306	Maintenance agreement									
5306.100	Maintenance agreement Software	2,499.00	.00	2,499.00	.00	.00	1,084.00	1,415.00	43	3,231.20
	5306 - Maintenance agreement Totals	\$2,499.00	\$0.00	\$2,499.00	\$0.00	\$0.00	\$1,084.00	\$1,415.00	43%	\$3,231.20
5307	Repairs and maintenance									
5307.100	Repairs and maintenance Equipment	990.00	.00	990.00	990.00	.00	990.00	.00	100	990.00
	5307 - Repairs and maintenance Totals	\$990.00	\$0.00	\$990.00	\$990.00	\$0.00	\$990.00	\$0.00	100%	\$990.00
5330	Books, periodicals, subscription	600.00	.00	600.00	.00	.00	412.37	187.63	69	449.10



Child Support Budget Performance Report-July 2013

Fiscal Year to Date 07/31/13

Include Rollup Account and Rollup to Account

5340	Travel and training	5,095.00	.00	5,095.00	21.75	.00	475.44	4,619.56	9	4,873.89
5507	Other utilities	1,200.00	.00	1,200.00	.00	.00	.00	1,200.00	0	600.00
5600	Indirect cost	172,665.00	.00	172,665.00	14,388.75	.00	100,721.25	71,943.75	58	230,177.00
5601	Intra-county expense									
5601.100	Intra-county expense Information services	129,366.00	.00	129,366.00	9,694.29	.00	68,690.48	60,675.52	53	104,505.31
5601.200	Intra-county expense Insurance	6,409.00	.00	6,409.00	534.08	.00	3,738.56	2,670.44	58	5,751.00
5601.300	Intra-county expense Other departmental	372,191.00	.00	372,191.00	21,155.47	.00	190,298.88	181,892.12	51	362,373.59
5601.400	Intra-county expense Copy center	3,213.00	.00	3,213.00	55.00	.00	338.52	2,874.48	11	1,851.89
5601.450	Intra-county expense Departmental copiers	2,338.00	.00	2,338.00	194.83	.00	1,363.81	974.19	58	2,500.00
	5601 - Intra-county expense Totals	\$513,517.00	\$0.00	\$513,517.00	\$31,633.67	\$0.00	\$264,430.25	\$249,086.75	51%	\$476,981.79
5700	Contracted services	.00	5,290.00	5,290.00	.00	.00	2,469.90	2,820.10	47	146,579.61
5708	Professional services	300.00	.00	300.00	20.00	.00	123.00	177.00	41	.00
5710	Paper service - legal	45,000.00	.00	45,000.00	1,966.73	21,532.00	13,648.92	9,819.08	78	39,737.69
5716	Legal services									
5716.100	Legal services Chargebacks	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	.00
	5716 - Legal services Totals	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0%	\$0.00
5762	Med exams/autopsies/genetic test	32,000.00	.00	32,000.00	2,145.00	.00	14,040.00	17,960.00	44	23,279.25
5784	Interpreter services	2,500.00	.00	2,500.00	140.00	.00	323.75	2,176.25	13	886.50
9003	Transfer out									
9003.100	Transfer out General Fund	.00	.00	.00	.00	.00	.00	.00	+++	47,989.64
	9003 - Transfer out Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$47,989.64
	Division	\$2,622,774.00	\$5,290.00	\$2,628,064.00	\$184,327.97	\$22,928.14	\$1,350,465.77	\$1,254,670.09	52%	\$2,693,958.98
	Department	\$2,622,774.00	\$5,290.00	\$2,628,064.00	\$184,327.97	\$22,928.14	\$1,350,465.77	\$1,254,670.09	52%	\$2,693,958.98
	EXPENSE TOTALS	\$2,622,774.00	\$5,290.00	\$2,628,064.00	\$184,327.97	\$22,928.14	\$1,350,465.77	\$1,254,670.09	52%	\$2,693,958.98
	Fund									
	Fund 210 - Child Support Totals									
	REVENUE TOTALS	2,622,774.00	5,290.00	2,628,064.00	160,150.43	.00	1,348,709.91	1,279,354.09	51	2,693,958.98
	EXPENSE TOTALS	2,622,774.00	5,290.00	2,628,064.00	184,327.97	22,928.14	1,350,465.77	1,254,670.09	52	2,693,958.98
	Fund 210 - Child Support Totals	\$0.00	\$0.00	\$0.00	(\$24,177.54)	(\$22,928.14)	(\$1,755.86)	\$24,684.00		\$0.00
	Grand Totals									
	REVENUE TOTALS	2,622,774.00	5,290.00	2,628,064.00	160,150.43	.00	1,348,709.91	1,279,354.09	51	2,693,958.98
	EXPENSE TOTALS	2,622,774.00	5,290.00	2,628,064.00	184,327.97	22,928.14	1,350,465.77	1,254,670.09	52	2,693,958.98
	Grand Totals	\$0.00	\$0.00	\$0.00	(\$24,177.54)	(\$22,928.14)	(\$1,755.86)	\$24,684.00		\$0.00

BUDGET ADJUSTMENT REQUEST


<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Category 1	Reallocation from one account to another <u>within</u> the major budget classifications.	Department Head
<input type="checkbox"/> Category 2	<input type="checkbox"/> a. Change in Outlay not requiring the reallocation of funds from another major budget classification. <input type="checkbox"/> b. Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.	County Executive County Board
<input type="checkbox"/> Category 3	<input type="checkbox"/> a. Reallocation between budget classifications other than 2b or 3b adjustments. <input type="checkbox"/> b. Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.	County Executive County Board
<input type="checkbox"/> Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
<input checked="" type="checkbox"/> Category 5	Increase in expenses with offsetting increase in revenue	County Board


Increase	Decrease	Account #	Account Title	Amount
X	<input type="checkbox"/>	210.017.001.4302	State grant and aid revenue	\$21,925
X	<input type="checkbox"/>	210.017.001.6110.100	Outlay (Other)	\$18,425
X	<input type="checkbox"/>	210.017.001.5395	Equipment-Non Outlay	\$3,500
<input type="checkbox"/>	<input type="checkbox"/>			

Narrative Justification:

Request is to increase revenue based on receipt of \$21,925 from the state on 7/19/13 with an offsetting increase in expense. The Brown County Child Support Agency earned this revenue for their work establishing third party health insurance on participant cases-which makes MA the payor of last resort. The agency will utilize the money to develop a one stop area for the Supporting Parents Supporting Kids program and will add two additional, much needed interview rooms for pretrial use.

AUTHORIZATIONS


 Signature of Department Head
 Department: Child Support
 Date: 9/18/13


 Signature of Executive
 Date: 9/18/13



Child Support Agency Administrator Summary

August/September 2013

Agency Performance Measures thru 8/31/13

Federal Performance Measures	Brown County 9/30/12	Brown County As of 8/31/13	Improvement 2012 vs 2013	State Average	Brown vs. State
Paternity Establish Rate	107.48%	106.13%	-.05%	103.35%	+4.13%
Court Order Rate	89.12%	89.70%	+.58%	87.15%	+2.55%
Current Support Collection Rate	74.69%	76.46%	+1.77%	72.51%	+3.95%
Arrears Collection Rate	67.39%	67.64%	+.25%	64.16%	+3.48%

As of August 31, 2013	Brown County 09/30/12	Brown County As of 8/31/13	Difference 2012 vs 2013	Statewide total	Statewide % of increase
Caseload size	13,195	13,515	+320 or +2.4%	361,573	1%

Internal Opportunities

- **Veronica Guzman** has accepted a promotion from CS Clerk in our Support Information Center to **Child Support Enforcement Specialist**. She will begin her new responsibilities within the next month. The request and justification to fill the position Veronica vacates has been submitted to HR/DOA.
- The request to fill the currently vacant **Clerk I-Receptionist position** has been submitted to HR/DOA however recruitment is on hold for up to 3 months pending HR's ability to re-point factor Clerk I positions countywide. This position has not been filled since it became vacant in January 2013 and other options to fulfill the duties have been explored. Given cash handling responsibilities, matters associated with confidentiality and time commitments to effectively train a new hire, it is less than ideal to fill this position with a temporary employee.

Administrator Updates

- SPSK
 - MIS & Domestic Violence Training** - The Institute for the Research on Poverty thru UW Madison are conducting on-site training on 9/18 relative to the MIS system which will be used for statistical analysis on SPSK enrollees. Local partners from Forward Service Corp, Family Services, Gold House and Catholic will also be present.
 - MIS Hands-on Training** - MIS system training will be conducted for all partners at the Brown County site the week of October 28th. Thereafter, services through SPSK will begin locally.
 - Site Lead & Partner Meetings** - weekly teleconference meetings continue to occur with the state & Kenosha County. Biweekly Brown County partner meetings are also conducted onsite every other Tuesday afternoon.
 - Miscellaneous** - materials for the installation of another security door to the east wing have arrived and are awaiting installation.
- Work group endeavors continue (Cooperative Agreements; SIC; Scanning; Internal Protocol)
 - Scanning (Kara Herrbold, Lead)**
 - Scanning continues-progress is well into the letter "L"

- Actively seeking interns again (now that school has resumed) to assist us with our scanning endeavors

Cooperative Agreement (Amy Vannieuwenhoven, Lead)

- Regular meetings continue; subgroups working on specific duties/issues

Website Redesign (Karen Ferry, Lead)

- Administrator update training with Laura Workman (from IS) occurred on 9/17

Most Wanted (Lead to be established)

- Working with Lead Attorney Adam Bernander/Corp Counsel to obtain approval for our "Brown County Child Support Agency MOST WANTED".

This initiative will include a website, billboards and will incorporate the recently established "tip line" (448-7600) for use by the general public. The intent is to improve upon our locate efforts as well as to secure payments from perpetual non-payors.

- Beginning in August, the department installed two drop boxes (indoor drop box on the 4th floor and outdoor off Adams) for customer service/convenience purposes both during and after hours.

Meetings

In addition to regular work group meetings, weekly area 'huddles' for staff coordination and SPSK local/state/federal teleconferences, meetings and visits, the following were attended:

- On 8/22, Administrator attended Regional Directors meeting conducted by BCS in Appleton.
- On 9/3, participated in a DCF/BCS teleconference with Bureau Director Jackie Scharping regarding referrals for account histories made to the Trust Fund. Customer concerns relative to directives received thru the Trust Fund prompted the need to address service provision and clarify policy in regard to when and how account histories were obtained.
- On 9/10, four enforcement staff attended a BCS Enforcement Roundtable in Menasha.
- On 9/10, Administrator attended the monthly LEAN facilitator meeting.
- On 9/11, procedures established in A10-Monetary Receipts Policy, in addition to our department Cash Handling Policy, were reviewed with all staff at the September All Agency meeting. (In accordance with the same, a safe was purchased and placed into use.)

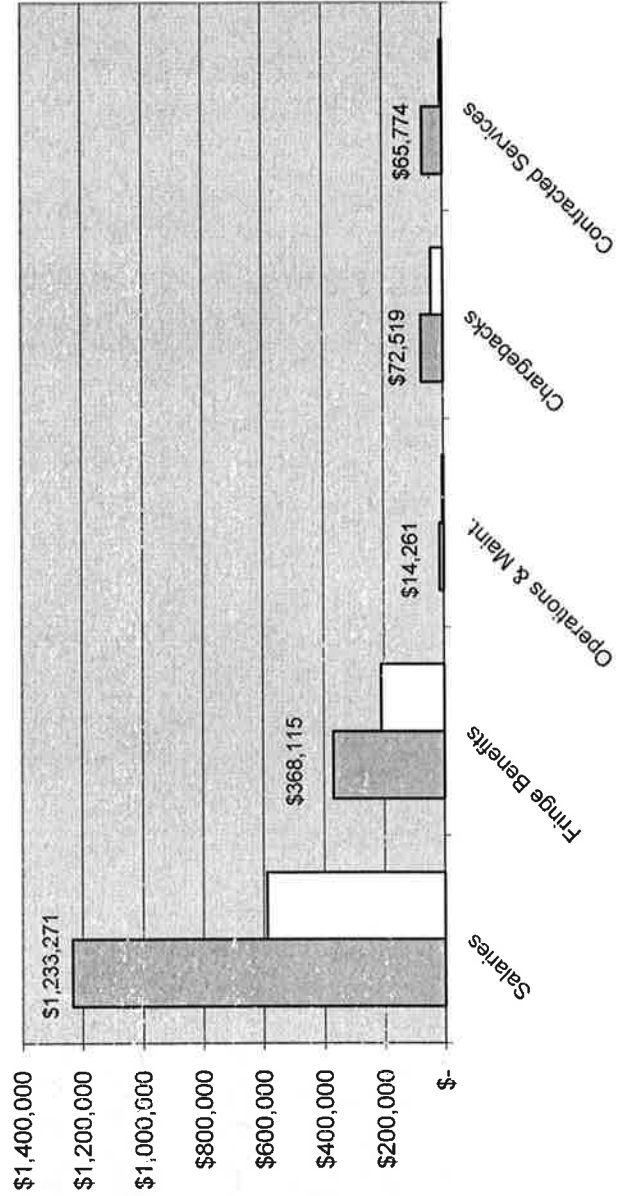
HIGHLIGHTS:

Revenues: Transfer in is reimbursement for project team wage and fringe which is trending lower than expected due to the vacancy of the project team members.

Expenses: All expense categories are under budget. Salary and fringe are lower due to the vacancy of the project team members and the Senior Accountant position filled in April rather than the beginning of 2013. The contracted services budget relates to the preparation of the indirect cost allocation plan which has been completed and was expensed in June 2013. Remainder of contracted services relates to carryover from 2012.

	Amended Budget	YTD Actual	% of Budget
Property Tax Revenue	\$ 1,149,038	\$ 670,272	58%
Miscellaneous	\$ -	\$ 225	0%
Transfer In	\$ 604,902	\$ 269,761	45%
Salaries	\$ 1,233,271	\$ 588,368	48%
Fringe Benefits	\$ 368,115	\$ 209,625	57%
Operations & Maint.	\$ 14,261	\$ 4,119	29%
Chargebacks	\$ 72,519	\$ 39,440	54%
Contracted Services	\$ 65,774	\$ 8,000	12%

Administration July 31, 2013



Brown County
Technology Services
Budget Status Report
9/18/2013

	Annual Amended Budget	YTD Actual	% of Budget
Charges to County Departments	\$ 4,481,350	\$ 2,318,950	51.75%
Transfer In	\$ 89,811	\$ 38,945	43.36%
Salaries	\$ 1,292,389	\$ 681,334	52.72%
Fringe Benefits	\$ 494,034	\$ 259,925	52.61%
Operations & Maintenance	\$ 1,661,576	\$ 921,936	55.49%
Utilities	\$ 252,420	\$ 128,249	50.81%
Chargebacks	\$ 6,025	\$ 5,350	88.80%
Contracted Services	\$ 250,230	\$ 132,710	53.04%
Depreciation	\$ 987,497	\$ 527,502	53.42%

HIGHLIGHTS:

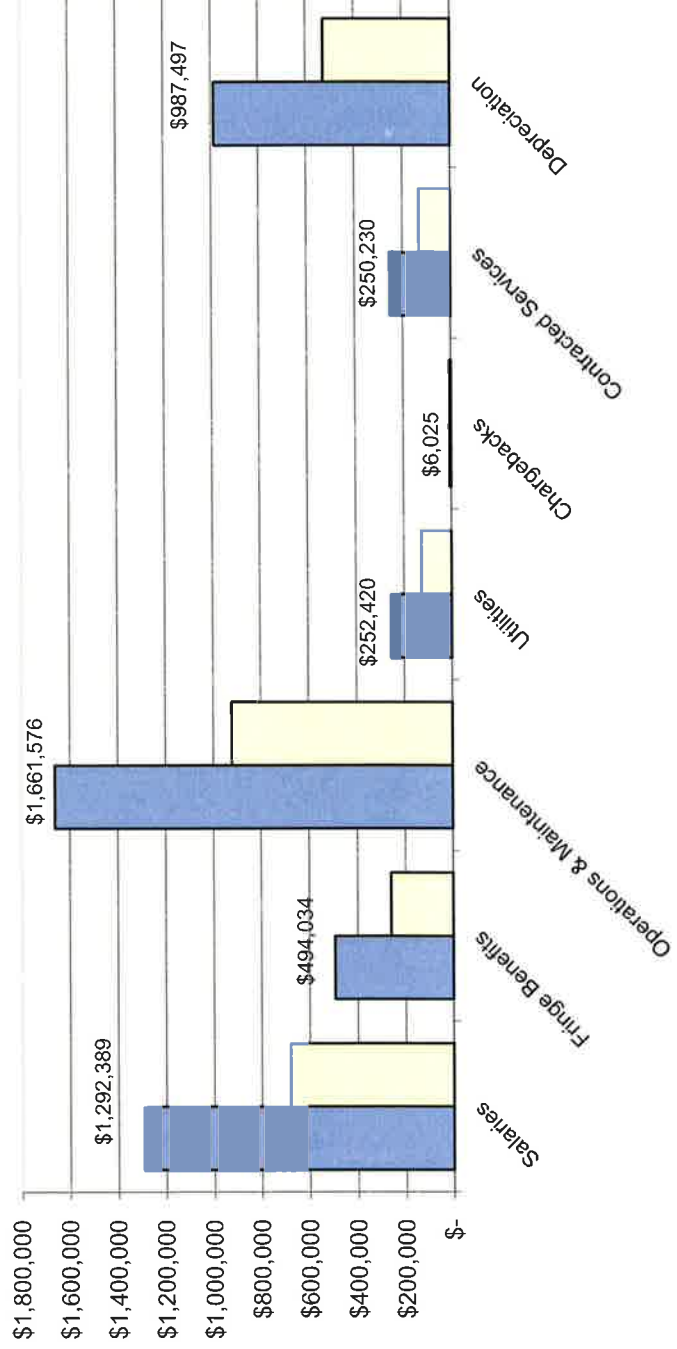
Expenses:

The expense budget for 2013 is tracking nicely with the exception of Chargebacks. The IS budget was prepared before the casualty budget was completed.

Revenues: This budget is funded by chargebacks to departments based on an overhead formula and labor direct expenses. Transfer In is for the Project Manager wages from the EMR project.

Technology Services
July 2013

■ Annual Amended Budget
□ YTD Actual



2013 BUDGET ADJUSTMENT LOG

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPL. REQ'D?	BOARD ACTION/DATE	FINANCE REF.
13-75	8/14/13	Land & Water Conservation	Transfer of \$18,200 Barkhausen Waterfowl Preserve project funds between accounts to purchase supplies rather than hire a contractor to administer.	3a	Approved 8/14/13	N	---	J3626 No actual
13-76	8/15/13	Library	Transfer of \$15,500 between accounts to cover an Ashwaubenon branch entrance and circulation area remodel and a Weyers-Hilliard branch drive-up window feasibility study.	3a	N/A	N	---	J3780 No actual
13-77	8/21/13	District Attorney	Allocation of \$20,067 (2013 portion) OJA Violence Against Women Act grant funds to hire a special prosecutor.	5	Approved 8/23/13	Y		
13-78	8/27/13	Sheriff	Request to use \$51,826 in available outlay funds to purchase two additional squad cards and associated consoles/cages.	2b	Approved 8/27/13	Y		
13-79	9/9/13	Sheriff	Request to utilize \$8,000 in Asset Seizures fund balance for an electronic billboard advertisement and three prescription drug awareness videos.	5	Approved 9/12/13	Y		
13-80	9/12/13	U.W. Extension	Allocation of a \$1,000 USDA Forest Health Protection grant for control of Japanese Hedge Parsley and Poison Hemlock.	5	Approved 9/12/13	Y		
13-81	9/12/13	Human Services	Transfer of \$93,123 from salaries to contracted services for needed psychiatric services.	3a	Approved 9/17/13	N	---	
13-82	9/16/13	Sheriff	Allocation of a \$15,750 Canine Tactical Operations training grant from the WI DOJ.	5	Approved 9/17/13	Y		
13-83	9/17/13	Information Services	Reallocation of vacancy savings to fund network security testing by a consultant; and reclass of transfer in wages for the temporary reassignment of a Programmer/Analyst to the Financial Systems Project Manager.	3b	Approved 9/17/13	Y		
13-84	9/17/13	Human Resources	Reallocation of \$200 to Intra-County Copy Expense for work done by the Copy Center.	3a	Approved 9/17/13	N	---	
13-85	9/18/13	Child Support	Allocation of additional \$21,925 from the State to develop area for Supporting Parents Supporting Kids grant and construct two more interview rooms in the Child Support area.	5	Approved 9/18/13	Y		

12

BUDGET ADJUSTMENT REQUEST

<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Category 1	Reallocation from one account to another <u>within</u> the major budget classifications.	Department Head
<input type="checkbox"/> Category 2	<input type="checkbox"/> a. Change in Outlay not requiring the reallocation of funds from another major budget classification. <input type="checkbox"/> b. Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.	County Executive County Board
<input checked="" type="checkbox"/> Category 3	<input type="checkbox"/> a. Reallocation between budget classifications other than 2b or 3b adjustments. <input checked="" type="checkbox"/> b. Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.	County Executive County Board
<input type="checkbox"/> Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
<input type="checkbox"/> Category 5	Increase in expenses with offsetting increase in revenue	County Board

Increase	Decrease	Account #	Account Title	Amount
<input type="checkbox"/>	<input checked="" type="checkbox"/>	710.022.001.5100	Regular Earnings	\$27,100
<input type="checkbox"/>	<input checked="" type="checkbox"/>	710.022.001.5110.100	Fringe Benefits FICA	\$13,700
<input checked="" type="checkbox"/>	<input type="checkbox"/>	710.022.001.9002.400	Transfer In Wages	\$33,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	710.022.001.5708	Professional Services	\$71,900
<input checked="" type="checkbox"/>	<input type="checkbox"/>	710.022.001.5601.200	Intra-County Expense (Insurance)	\$1,307
<input checked="" type="checkbox"/>	<input type="checkbox"/>	710.022.001.5601.350	Intra-County Expense (Highway)	\$450
<input checked="" type="checkbox"/>	<input type="checkbox"/>	710.022.001.5601.400	Intra-County Expense (Copy Center)	\$143
<input type="checkbox"/>	<input checked="" type="checkbox"/>	100.032.030.5100	Regular Earnings	\$26,600
<input type="checkbox"/>	<input checked="" type="checkbox"/>	100.032.030.5110.100	Fringe Benefits FICA	\$6,400
<input type="checkbox"/>	<input checked="" type="checkbox"/>	100.032.030.9002.400	Transfer In Wages	\$33,000

Narrative Justification:

Reallocation of vacancy savings to be used to fund consultant performing network security testing and to cover overages in the chargeback accounts. Reclassifying budgeted funds for Extra Help to professional services for positions through an employment agency. Reclassification in Transfer In Wages for temporary reassignment of Programmer/Analyst to Financial Systems Project Manager.


 Signature of Department Head

AUTHORIZATIONS


 Signature of Executive
 Date: 9/17/13

Department: Information Services

Date: 9/17/13

DEPARTMENT OF ADMINISTRATION

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

BRENT MILLER

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: www.co.brown.wi.us

DIRECTOR

September 17, 2013

TO: Administration Committee

FROM: Brent Miller
Director of Administration

SUBJECT: September Director's Report

Departmental Updates

Training

- Employees from three departments signed up for loss control training courses offered through WMMIC in August.
- The Discrimination and Harassment Training presented by Mary Nelson, Crivello Carlson has been posted on the intranet. Copies are available on CD-ROM as well for departments to check out.

HIPAA

- The Administration Department along with the Corp. Counsel is finalizing the updated HIPAA policy and compliance manual with the new OMNIBUS rules.

PCI Compliance

- The firewall is installed that segments the airport revenue system from the Brown County network. This limits the scope for Payment Card Industry compliance.
- The PCI compliance questionnaires were completed for Sophie Beaumont Human Services and Barkhausen credit card applications.

Project Implementation Updates

Logos – Financial Management

- The Financial Systems Project Steering Team has been re-defined and standard meetings have been established. The Implementation Team meetings for the Revenue Collection and Miscellaneous Billing Modules have started again and additional resources are currently being interviewed.

Technology Services Report

- A security and HIPAA compliance audit was completed on the Brown County Technology Services Dept. Deficiencies are and will be corrected and completed by the September 23 deadline.

If you have any questions, please feel free to contact me at 448-4035.

cc: Troy Streckenbach – County Executive

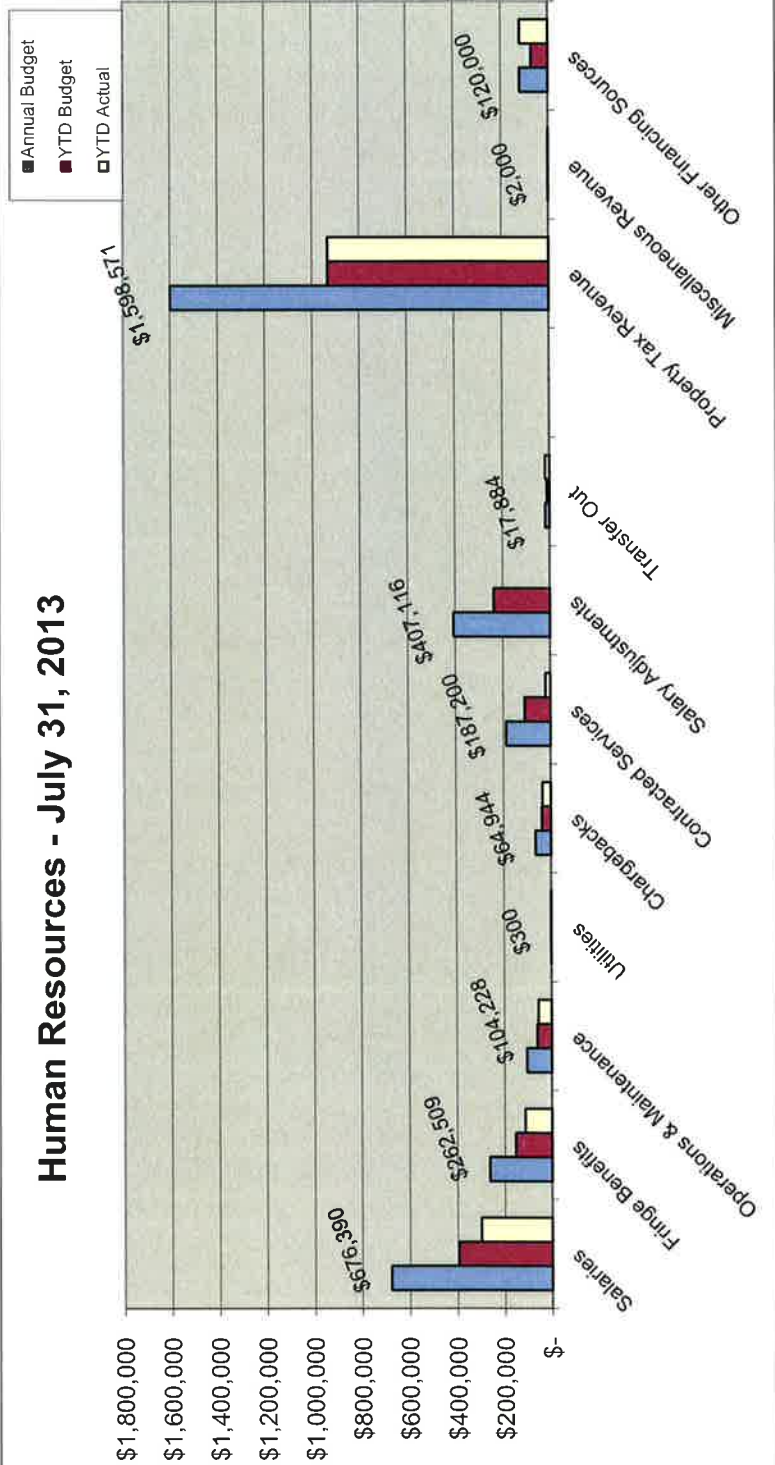
Brown County
Human Resources
Budget Status Report
7/31/2013

	Annual Budget	YTD Budget	YTD Actual
Salaries	\$ 676,390	\$ 394,561	\$ 299,679
Fringe Benefits	\$ 262,509	\$ 153,130	\$ 112,618
Operations & Maintenance	\$ 104,228	\$ 60,800	\$ 55,832
Utilities	\$ 300	\$ 175	\$ 100
Chargebacks	\$ 64,944	\$ 37,884	\$ 34,904
Contracted Services	\$ 187,200	\$ 109,200	\$ 20,973
Salary Adjustments	\$ 407,116	\$ 237,484	\$ -
Transfer Out	\$ 17,884	\$ 10,432	\$ 17,884
Property Tax Revenue	\$ 1,598,571	\$ 932,500	\$ 932,500
Miscellaneous Revenue	\$ 2,000	\$ 1,167	\$ 1,487
Other Financing Sources	\$ 120,000	\$ 70,000	\$ 120,000

Savings in Personnel & Fringe Benefits total \$135,394 due to vacant positions (HR Manager, Employee Services Manager, Safety Coordinator). Salary Adjustments are recorded at year-end through the Transfer Out line.

Revenues are either on target or exceeding budget amounts.

Human Resources - July 31, 2013



HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



LYNN VANDEN LANGENBERG

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

INTERIM HUMAN RESOURCES MANAGER

Date: September 16, 2013

To: Administration Committee Members

From: Lynn Vanden Langenberg, Interim Human Resources Manager

Re: Administration Committee Report

HUMAN RESOURCES ACTIVITY REPORT FOR AUGUST 2013

Hires:**Full-Time:**

Asst. Corporation Counsel	1
Asst. Zookeeper	1
Behavioral Health Clinician	1
Child Support Clerk	1
Clerk Typist I	1
Clerk Typist II	1
Correctional Officer	2
Economic Support Specialist I	6
LPN	1
Maintenance Mechanic	1
Patrol Officer	1
Programmer/Analyst II	1
Staff RN	1
Telecommunication Operator	1

Part-Time:

Clerk – Library	1
Housekeeper	1
Shelver – Library	2
Staff RN	1

Limited Term/Seasonal/On-Call:

CNA – on call	11
Concessionaire Supervisor	1
Co-op Student – CTC	1
Co-op Student – DA	1
LTE – Husbandry Asst.	1
LTE – IS Project Manager	1
Shelter Care Worker – on call	2
Student Intern – DA	1

TOTAL HIRES: 44**Separations:****Full-Time:**

Clerk II	1
CNA	2
Correctional Officer	1
Environmental Lab Manager	1
Housekeeper	1
LPN	1
Public Health Nurse	1
Staff RN	1
System Administrator	1

Part-Time:

Clerk – Library	1
Housekeeper	1

Limited Term/Seasonal/On-Call:

Clerk Typist I – Temp	1
Clerk Typist I	1
CNA – on call	2
LTE – Husbandry Asst.	2
LTE Social Worker/Case Manager	1
Seasonal Help – Golf Course	1
Seasonal Help – UW Extension	2
Sr. Library Associate – Temp.	1
Student Intern – DA	1
Student Intern – ME Office	1
Student Intern – Port & Resource Recovery	1
Summer Help – Fac. Mgmt.	2
Summer Help – Golf Course	3
Summer Help – Highway	15
Summer Help – Parks	6
Tax Collection Help	3

TOTAL SEPARATIONS: 55

September 18, 2013

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION REGARDING RECLASSIFICATION OF POSITIONS
CLERK/TYPIST II, CLERK II, CLERK II/DATA CONTROL

WHEREAS, the District Attorney's office currently has a vacant 1.00 FTE Clerk/Typist II position; and

WHEREAS, the Human Resources department conducted a study of the Clerk/Typist II job duties as well as similar positions of Clerk II and Clerk II/Data Control and determined the requirements for all of the positions are the same; and

WHEREAS, the Human Resources department further researched similar positions in the local market, other municipalities and referenced the U.S. Bureau of Labor Occupational Outlook Handbook for comparison data; and

WHEREAS, as a result of the study, Human Resources recommends that the Clerk/Typist II, Clerk II and Clerk II/Data Control positions be placed in Pay Grade 6 of the Classification and Compensation Plan to be consistent with similar positions in the County and the industry; and

WHEREAS, employees currently in Clerk/Typist II, Clerk II and Clerk II/Data Control positions will retain their current wage; and

WHEREAS, future vacancies for Clerk/Typist II, Clerk II and Clerk II/Data Control positions will be filled at Pay Grade 6 of the Classification and Compensation Plan.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors the Clerk/Typist II, Clerk II and Clerk II/Data Control positions be placed in Pay Grade 6 of the Classification and Compensation Plan.

BE IT FURTHER RESOLVED, employees currently in Clerk/Typist II, Clerk II and Clerk II/Data Control positions will retain their current hourly wage.

BE IT FURTHER RESOLVED, future vacancies for Clerk/Typist II, Clerk II and Clerk II/Data Control positions will be filled at Pay Grade 6 of the Classification and Compensation Plan.

Annual Budget Impact

Clerk/Typist II, Clerk II, Clerk II/Data Control
1,950 annual hours
Pay Grade 6, Step 3

Clerk/Typist II

23.00 FTE's in various departments	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Clerk/Typist II (Current Rate)	\$(31,727)	\$(20,921)	\$(52,648)
Clerk/Typist II (Pay Grade 6, Step 3)	\$ 27,203	\$ 20,245	\$ 47,448
Annual Budget Impact per FTE	<u>\$(4,524)</u>	<u>\$(676)</u>	<u>\$(5,200)</u>

Clerk II

3.00 FTE's at Human Services – CTC	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Clerk II (Current Rate)	\$(31,551)	\$(20,895)	\$(52,446)
Clerk II (Pay Grade 6, Step 3)	\$ 27,203	\$ 20,245	\$ 47,448
Annual Budget Impact per FTE	<u>\$(4,348)</u>	<u>\$(650)</u>	<u>\$(4,998)</u>

Clerk II and Clerk II/Data Control

8 FTE's at Human Services – Community Programs	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Clerk II & Clerk II/Data Control (Current Rate)	\$(32,351)	\$(21,014)	\$(53,365)
Clerk II & Clerk II/Data Control (Pay Grade 6, Step 3)	\$ 27,203	\$ 20,245	\$ 47,448
Annual Budget Impact per FTE	<u>\$(5,148)</u>	<u>\$(769)</u>	<u>\$(5,917)</u>

Savings would be realized for each Clerk/Typist II, Clerk II and Clerk II/Data Control vacancy filled after approval of resolution. There is currently a 1.00 FTE Clerk/Typist II vacancy in the District Attorney's office.

Fiscal Note: This resolution does not require an appropriation from the General Fund.

Respectfully submitted,

PUBLIC SAFETY COMMITTEE
EDUCATION & RECREATION COMMITTEE
PLANNING, DEVELOPMENT &
TRANSPORTATION COMMITTEE
HUMAN SERVICES COMMITTEE
ADMINISTRATION COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

Troy Streckenbach, County Executive

Date Signed: _____

Authored by: Human Resources
Final Draft Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAEFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEEST	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE, JR	13			

SUPERVISOR	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYCK	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
CAMPBELL	21			
MOYNIHAN, JR	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion _____ Adopted _____ Defeated _____ Tabled _____

HUMAN RESOURCES DEPARTMENT



305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



LYNN VANDEN LANGENBERG

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

INTERIM HUMAN RESOURCES MANAGER

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 08/26/13

REQUEST TO: Public Safety Committee; Education & Recreation Committee; Planning, Development & Transportation Committee; Human Services Committee; Administration Committee

MEETING DATE: 09/04/13

REQUEST FROM: Lynn Vanden Langenberg
Interim Human Resources Manager

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: Resolution Regarding Reclassification of Positions Clerk/Typist II, Clerk II, Clerk II/Data Control

ISSUE/BACKGROUND INFORMATION:

A Clerk/Typist II vacancy prompted a study of similar positions in the County compared to the local market, other municipalities and the U.S. Bureau of Labor Occupational Outlook Handbook.

ACTION REQUESTED:

Place the Clerk/Typist II, Clerk II and Clerk II/Data Control positions in Pay Grade 6 of the Classification and Compensation Plan to be consistent with similar positions in the County and the industry.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☒ Yes ☐ No
 - a. If yes, what is the amount of the impact? There will be savings of \$5,200 for a current Clerk/Typist II vacancy. Additional savings of \$4,998 to \$5,917 will be realized for each Clerk/Typist II, Clerk II and Clerk II/Data Control vacancy in the future.
 - b. If part of a bigger project, what is the total amount of the project? \$ _____
 - c. Is it currently budgeted? ☐ Yes ☐ No
 1. If yes, in which account? _____
 2. If no, how will the impact be funded? _____

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



LYNN VANDEN LANGENBERG

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

INTERIM HUMAN RESOURCES MANAGER

TO: Lynn Vanden Langenberg
FROM: Tom Smith, Human Resources Analyst
RE: Review of Clerk/Typist II Pay Rate
DATE: August 20, 2013

1. I have reviewed the multiple position descriptions for the Clerk/Typist II, Clerk II, and Clerk II/Data Control, and found the requirements for the positions are the same. We currently pay Clerk Typist II's in nine different departments, with four different wage scales, based on the contracts they were previously represented under. The range in the four contracts is:

HS Para-Professionals	\$15.6749 - \$16.5948
CTC 1901	\$14.5612 - \$16.1753
Courthouse	\$15.2743 - \$16.2743
Museum	\$15.5420 - \$16.2743

In an attempt to reconcile these, I have point factored the position and compared it to other local jobs to put us in line with fair market value.

2. The attached position description shows the general duties the Clerk/Typist II performs. These duties are not being changed and will remain in effect.

3. While point factoring the position, it is my recommendation, based on the Archer Matrix Point Factor Job Evaluation System, that this position be placed in Pay Grade 6, with a range of \$13.16 to \$15.67 per hour.

4. To determine the local fair market value, I contacted the companies listed below:

<u>Company</u>	<u>Hourly Compensation</u>
Seek Employment	\$13.00
Winnebago County	\$12.15 - \$17.91
Shawano County	\$12.55 - \$14.57
Oconto County	\$17.42 - \$18.74
Outagamie County	\$12.94 - \$16.44
State Rate (Office Associate)	\$13.05 - \$19.97

I also researched the US Bureau of Labor Occupational Outlook Handbook to determine the median annual wage of general Office Clerks. The chart below paints the national picture:

Government	\$14.82/hour
Health Care and Social Services	\$12.80/hour
Educational Services; State, Local, Private	\$12.75/hour

Administrative and Support Services

\$12.06/hour

5. Based on the information above, I feel confident that the proposed compensation is within the fair market value and will provide Brown County with qualified candidates to continue providing the quality service required. I recommend the position of Clerk/Typist II and Clerk II and Clerk II/Data Control be placed in Pay Grade 6 of the Brown County Classification and Compensation Plan.

The salary range for Pay Grade 6 is:

<u>Hourly</u>	<u>Annual</u> (2,080 hours)
Step 1 – \$13.1649	\$27,383
Step 2 – \$13.5534	\$28,191
Step 3 – \$13.9514	\$29,019
Step 4 – \$14.3630	\$29,875
Step 5 – \$14.7870	\$30,757
Step 6 – \$15.2236	\$31,665
Step 7 – \$15.6721	\$32,598

Thomas Smith
Human Resources Analyst

Budget Impact
(Estimated at Step 3 of Pay Grade 6)

Human Services Para-Professional

Clerk II Clerk II/Data Control	Hourly Wage	Annual Hours	Annual Salary	Fringe	Total Cost
Current Rate	\$16.59	1,950	-32,351	-\$21,014	-\$53,365
New Rate	\$13.95	1,950	27,203	20,245	47,448
Net Savings			-\$5,148	-\$769	-\$5,917

Total Budget Impact **-\$5,917** (Per Position)
8 assigned to Human Services
Community Programs

CTC 1901 Clerk II	Hourly Wage	Annual Hours	Annual Salary	Fringe	Total Cost
Current Rate	\$16.18	1,950	-31,551	-\$20,895	-\$52,446
New Rate	\$13.95	1,950	27,203	20,245	47,448
Net Savings			-\$4,348	-\$650	-\$4,998

Total Budget Impact **-\$4,998** (Per Position)
 3 assigned to Human Services
 CTC

Museum & Courthouse Clerk Typist II	Hourly Wage	Annual Hours	Annual Salary	Fringe	Total Cost
Current Rate	\$16.27	1,950	-31,727	-\$20,921	-\$52,648
New Rate	\$13.95	1,950	27,203	20,245	47,448
Net Savings			-\$4,524	-\$676	-\$5,200

Total Budget Impact **-\$5,200** (Per Position)
 23 assigned to various
 departments

Total Annual Estimated Savings:

8 at \$5,917 = \$ 47,336
 3 at \$4,998 = \$ 14,994
 23 at \$5,200 = \$119,600
\$181,930

**BROWN COUNTY
POSITION DESCRIPTION**

POSITION TITLE: CLERK/TYPIST II

REPORTS TO: OFFICE MANAGER II

DEPARTMENT: DISTRICT ATTORNEY OFFICE

REPRESENTATION UNIT: COURTHOUSE

JOB SUMMARY:

Performs varied and increasingly responsible clerical and typist work calling for independent judgment, initiative and specialized knowledge in carrying out established procedures or applying laws or regulations. Responsible for conducting transactions with the public with matters requiring interpretation and analysis of laws, rules, and/or departmental policies and procedures.

ESSENTIAL DUTIES:

Types reports, correspondence, vouchers, dockets, receipts, schedules, index cards, minutes, calendars, and statistical data from written or printed material.

Receives payments, issues receipts and accounts for monies handled.

Performs receptionist and/or counter duties.

Answers all incoming calls and places outgoing calls as needed.

Answers questions regarding departmental regulations and policies.

Reproduces multiple copies of work.

Performs data entry functions for all referrals.

Performs filing and searching.

Gathers information on a variety of subjects and compiles financial, statistical and legal reports.

Maintains receipt books and makes necessary deposits.

Analyzes and interprets information contained in a variety of documents, forms, reports, etc. for processing.

Obtains information from the public for the completion of forms, documents, records, etc.

Refers inquiries to proper department or official.

Independently compiles data and prepares various reports.

NON-ESSENTIAL DUTIES:

Performs related functions as assigned.

MATERIALS AND EQUIPMENT USED:

General office equipment
Computer

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School Diploma including or supplemented by a course in typing plus one year experience as a Clerk/Typist I in the department assigned or one year in a similar position; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.

Licenses and Certifications:

None

Knowledge, Skills and Abilities:

Knowledge of general office procedures.

Knowledge of business English, spelling and grammar.

Knowledge of simple bookkeeping.

Specialized knowledge pertaining to the department in which employed.

Ability to type at a minimum rate of 50 net words per minute.

Ability to interview and obtain information from the public.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with staff and the public.

Ability to work the required hours of the position.

PHYSICAL DEMANDS:

Lifting 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds.

Intermittent standing, walking and sitting.

Capable of using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling, and operating controls.

Occasional bending, twisting, squatting, climbing, reaching, and grappling.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people or objects at varied distances under a variety of light conditions.

This job description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this specification.

Reviewed: 03/05; 11/01/06; 12/14/07; 08/01/08

Revised: 02/96

I have read the above position description and understand the duties and responsibilities of the position.

Employee Name (Please Print)

Date

Employee Signature

October 16, 2013

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION REGARDING RECLASSIFICATION OF POSITIONS
CLERK/TYPIST I, CLERK I, TYPIST I

WHEREAS, there is currently a vacant Clerk/Typist I position in the Child Support Agency; and

WHEREAS, the Human Resources department conducted a study of the Clerk/Typist I job duties as well as the similar positions of Clerk I and Typist I and determined the requirements for all of the positions are the same; and

WHEREAS, the Human Resources department further researched similar positions in the local market, other municipalities and referenced the U.S. Bureau of Labor Occupational Outlook Handbook for comparison data; and

WHEREAS, the research found that this position and similar positions have a starting rate of \$11.34 - \$16.00 in public entities and have a starting rate of \$11.00 in a placement agency; and

WHEREAS, as a result of the study, Human Resources recommends that the Clerk/Typist I, Clerk I and Typist I positions be placed in Pay Grade 4 (pay range \$11.81 - \$14.06) of the Classification and Compensation Plan to be consistent with similar positions in the County and the industry; and

WHEREAS, employees currently in Clerk/Typist I, Clerk I and Typist I positions will retain their current wage; and

WHEREAS, future vacancies for Clerk/Typist I, Clerk I and Typist I positions will be filled at Pay Grade 4 of the Classification and Compensation Plan.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors the Clerk/Typist I, Clerk I and Typist I positions be placed in Pay Grade 4 of the Classification and Compensation Plan.

BE IT FURTHER RESOLVED, employees currently in Clerk/Typist I, Clerk I and Typist I positions will retain their current hourly wage.

BE IT FURTHER RESOLVED, future vacancies for Clerk/Typist I, Clerk I and Typist I positions will be filled at Pay Grade 4 of the Classification and Compensation Plan.

Annual Budget Impact

Reclassify Clerk/Typist I, Clerk I, Typist I
1,950 annual hours

Clerk/Typist I

Courthouse	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
7.00 FTE's in various departments			
Current Rate (\$15.63)	\$(30,479)	\$(20,735)	\$(51,214)
Pay Grade 4, Step 3 (\$12.53)	\$ 24,434	\$ 19,833	\$ 44,267
Annual Budget Impact per FTE	<u>\$(6,045)</u>	<u>\$(902)</u>	<u>\$(6,947)</u>

Clerk I & Typist I

Human Services Para-Professionals	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
1.00 FTE			
Current Rate (\$15.43)	\$(30,089)	\$(20,677)	\$(50,766)
Pay Grade 4, Step 3 (\$12.53)	\$ 24,434	\$ 19,833	\$ 44,267
Annual Budget Impact per FTE	<u>\$(5,655)</u>	<u>\$(844)</u>	<u>\$(6,499)</u>

Clerk/Typist I, Clerk I, Typist I

CTC 1901	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
1.00 FTE			
Current Rate (\$15.61)	\$(30,440)	\$(20,729)	\$(51,169)
Pay Grade 4, Step 3 (\$12.53)	\$ 24,434	\$ 19,833	\$ 44,267
Annual Budget Impact per FTE	<u>\$(6,006)</u>	<u>\$(896)</u>	<u>\$(6,902)</u>

Savings would be realized for each Clerk/Typist I, Clerk I and Typist I vacancy filled after approval of resolution. There is currently a 1.00 FTE Clerk/Typist I vacancy in the Child Support Agency.

Respectfully submitted,

PLANNING, DEVELOPMENT &
TRANSPORTATION COMMITTEE
HUMAN SERVICES COMMITTEE
ADMINISTRATION COMMITTEE
PUBLIC SAFETY COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

COUNTY EXECUTIVE

Date Signed: _____

Final Draft Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
HOPP	5				
HAEFS	6				
ERICKSON	7				
ZIMA	8				
EVANS	9				
VANDER LEEST	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
LA VIOLETTE	14				
KATERS	15				
KASTER	16				
VAN DYCK	17				
JAMIR	18				
ROBINSON	19				
CLANCY	20				
CAMPBELL	21				
MOYNIHAN, JR.	22				
STEFFEN	23				
CARPENTER	24				
LUND	25				
FEWELL	26				

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

HUMAN RESOURCES DEPARTMENT



305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



LYNN VANDEN LANGENBERG

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

INTERIM HUMAN RESOURCES MANAGER

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 09/18/13

REQUEST TO: Planning, Development & Transportation Committee; Human Services Committee; Administration Committee, Public Safety Committee, Executive Committee

MEETING DATE: 09/04/13

REQUEST FROM: Lynn Vanden Langenberg
Interim Human Resources Manager

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: Resolution Regarding Reclassification of Positions Clerk/Typist I, Clerk I, Typist I

ISSUE/BACKGROUND INFORMATION:

A Clerk/Typist I vacancy prompted a study of similar positions in the County compared to the local market, other municipalities and the U.S. Bureau of Labor Occupational Outlook Handbook.

ACTION REQUESTED:

Place the Clerk/Typist I, Clerk I and Typist I positions in Pay Grade 4 of the Classification and Compensation Plan to be consistent with similar positions in the County and the industry.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☒ Yes ☐ No
 - a. If yes, what is the amount of the impact? There will be savings of \$6,947 for a current Clerk/Typist I vacancy. Additional savings of \$6,499-\$6,947 will be realized for each Clerk/Typist I, Clerk I or Typist I vacancy in the future.
 - b. If part of a bigger project, what is the total amount of the project? \$ _____
 - c. Is it currently budgeted? ☐ Yes ☐ No
 1. If yes, in which account? _____
 2. If no, how will the impact be funded? _____

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

October 16, 2013

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION REGARDING RECLASSIFICATION OF THE
INFORMATION SERVICES DIRECTOR POSITION
TECHNOLOGY SERVICES DEPARTMENT

WHEREAS, the Information Services Director position is vacant; and

WHEREAS, past recruitment efforts have not resulted in an adequate pool of candidates and candidates eliminated themselves when the salary was disclosed; and

WHEREAS, the current salary range is \$73,921 - \$87,936 in Pay Grade 26 of the Classification & Compensation Plan; and

WHEREAS, the salary range in comparable counties is \$80,207 - \$104,288; and

WHEREAS, after a review of similar Information Services Director positions was completed for external and internal equity, to be competitive and attract qualified candidates, it is recommended the position of Information Services Director be reclassified to Pay Grade 30 with a salary range of \$84,875 - \$101,015, effective immediately; and

WHEREAS, funds for the additional salary and fringe benefits are available in the 2013 budget and proposed 2014 budget; and

WHEREAS, it is recognized that the need for effective information systems and reliance on security is ever increasing.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that the position of Information Services Director be reclassified from Pay Grade 26 to Pay Grade 30 of the Classification and Compensation Plan effective immediately.

Partial Budget Impact (12/01/13 – 12/31/13):

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Information Services Director Grade 26, Step 6	(1.0)	Deletion	\$(7,119)	\$(2,399)	\$(9,518)
Information Services Director Grade 30, Step 6	1.0	Addition	\$ 8,177	\$ 2,586	\$ 10,763
Partial Budget Impact			<u>\$ 1,058</u>	<u>\$ 187</u>	<u>\$ 1,245</u>

Annual Budget Impact:

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Information Services Director Grade 26, Step 6	(1.0)	Deletion	\$(85,426)	\$(28,787)	\$(114,213)
Information Services Director Grade 30, Step 6	1.0	Addition	\$ 98,125	\$(31,030)	\$ 129,155
Annual Budget Impact			<u>\$ 12,699</u>	<u>\$ 2,243</u>	<u>\$ 14,942</u>

Fiscal Note: This resolution does not require an appropriation from the General Fund.

Respectfully submitted,

ADMINISTRATION COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

Troy Streckenbach,
County Executive

Date Signed: _____

Authored by: Human Resources

Final Draft Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
HOPP	5				
HAEFS	6				
ERICKSON	7				
ZIMA	8				
EVANS	9				
VANDER LEEST	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
LA VIOLETTE	14				
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STEFFEN	23				
CARPENTER	24				
LUND	25				
FEWELL	26				

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



LYNN VANDEN LANGENBERG

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

INTERIM HUMAN RESOURCES MANAGER

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 09/18/13
REQUEST TO: Administration Committee
MEETING DATE: 09/26/13
REQUEST FROM: Lynn Vanden Langenberg
Interim Human Resources Manager

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: Resolution regarding the reclassification of the Information Services Director position

ISSUE/BACKGROUND INFORMATION:

The Information Services Director position is currently vacant which prompted a review of similar positions in comparable counties for external and internal equity.

ACTION REQUESTED:

Reclassify the Information Services Director position from Pay Grade 26 to Pay Grade 30 of the Classification and Compensation Plan to be competitive and attract qualified candidates.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☒ Yes ☐ No
 - a. If yes, what is the amount of the impact? Funds for the additional salary and fringe are available in the 2013 budget and proposed 2014 budget. 2013 = \$1,245 & 2014 = \$14,942
 - b. If part of a bigger project, what is the total amount of the project? \$ _____
 - c. Is it currently budgeted? ☒ Yes ☐ No
 1. If yes, in which account? _____
 2. If no, how will the impact be funded? _____

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

19

HUMAN RESOURCES DEPARTMENT



305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



LYNN VANDEN LANGENBERG

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

INTERIM HUMAN RESOURCES MANAGER

To: Administration Committee
From: Lynn A. Vanden Langenberg
Date: September 19, 2013
Subj: Director's Report

Following is a summary of the recent activities and work-in-progress in the HR Department:

- **Wage Comparability Study**
 - Positions have been separated into Bands based on skill and education requirements
 - Band 1 – Office Clerical
 - Band 2 – Para Professional
 - Band 3 – Professional
 - Band 4 – Supervisor/Manager
 - Band 5 – Department Heads
 - Within each Band there will be Levels, possibly 2 – 3 levels
 - Each level will include multiple department specific descriptions
 - Ex. Band 1 – Office Clerical, Level 1
 - Clerk Typist I
 - Clerk I
 - Three HR staff has been trained on the evaluation process
 - Future steps:
 - Hold 1st meeting with representatives of Board
 - Continue to review the position description questionnaires
 - Select market study data (in addition to the county data)
- **FMLA, Short- and Long-term Disability Administration**
 - Defining specifications for data transfer to The Standard
- **Health & Dental Benefits**
 - Personal Health Assessment information will be mailed to employees
 - Flu shots clinics at the same time
 - Informational webinar provided at various County sites for Genesis (FSA, HRA employee funds)
- **HIPAA**
 - Draft policies received from IS vendor for HIPAA compliance
 - Follow up with vendors to complete the Business Associate Agreement required for HIPAA compliance by 9/23

September/October Activity

- ✓ Deferred Compensation – working with Purchasing to add an addendum to ING contract for VEBA for deferred compensation option.
- ✓ Evaluate feasibility, costing, and utilization of on-site Clinic
 - Assessment of cost savings based on defined services
 - RFP development
- ✓ Optional employee paid insurance coverage for accident & illness at group rates – working with Purchasing to add an addendum to the UMR/UHC contract. The benefits are non-coordinated (event may be counted to both the Health Plan and this plan); supports wellness incentives.
- ✓ Mail Annual Benefit Enrollment booklets to employees. Schedule vendors for the various enrollment sites.

Please feel free to contact me at 448-4070 with any questions. Thank you.

Cc: Troy Streckenbach, County Executive